



Assumption Catholic School

Over 60 Years of Quality, Catholic Education • Accredited by W.A.S.C. • Certified by W.C.E.A.

December 18, 2017

Dear Parent(s) and/or Guardian(s),

We welcome you and your student to Assumption Catholic School! The faculty and staff of Assumption are dedicated to helping your child be a successful learner in a Christ-centered environment. We support our Assumption families in their desire for a quality, caring, Catholic education. We are very proud of our school, its students and graduates. Our faculty, the pastor, and I are committed to preparing our students for the 21st Century by supporting the values of a Christian home, providing a strong academic program and utilizing state-of-the-art fiber optic internet connections in all classrooms. If you are interested in your child attending Assumption Catholic School, please read the following information carefully, fill out the application form, and return it to the school office by the due date.

Mission Statement of Assumption Catholic School

We are Assumption Catholic School, a ministry of the Church of the Assumption. As a diverse community, we excel in academics and model Christ where each individual is safe, nurtured, respected, and treasured.

Admission applications are available beginning December 18, 2017

Kindergarten applications are due to the school by February 8, 2018. The interview and testing for **Kindergarten** will take place February 16 - 23. The testing fee is \$60. Please be sure to include a copy of your child's birth and baptismal certificates with your completed application. For school year 2018 - 2019, children must be five years of age on or before September 1, 2018. Interviews will be set up as applications are received. Decisions regarding Kindergarten acceptance will be announced after March 2, 2018. Health records are due after acceptance.

Applications for grades 1 - 8 are due to the school by February 23, 2018. The interview and testing for **grades 1 - 8** will take place on Wednesday, March 14, 2018 at 2:30 P.M. The testing fee is \$60. Please be sure to include a copy of your child's birth and baptismal certificates and a copy of your child's latest report card or progress report with your completed application. After acceptance, current immunization record and additional health records will be due.

I look forward to meeting with you and your child. We welcome all committed parents to be part of the dynamic Assumption Community.

Sincerely,

Mr. Joseph Petersen
Principal



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Assumption Admissions Begins!

Applications for the **2018-2019** school year, including Kindergarten, will be available beginning December 18, 2017 in the school office from 7:30 A.M. to 3:30 P.M., on our website: www.assumptionschool-sl.org, and/or during Catholic Schools Week, January 28 – February 2, 2018.

Admissions Policy for Assumption Catholic School

“The special prerogative of a Catholic school, beyond academics, is spiritual formation. Because the constitution of our country gives us freedom of religion, we have the right to educate our children according to our beliefs.”

Families who send their children to Assumption Catholic School entrust their authority to the teacher, who supplements the parent(s) in the classroom. This partnership is built through support and cooperation; the parent(s) and teacher are united in communication and collaboration, affirming each other’s role. With God’s blessing, we will be able to assist each other, instill Christian values to offset the many pressures in society that our children are experiencing now, and may continue to experience throughout their lives.

AFTER ESTABLISHMENT OF READINESS, THE FOLLOWING PRIORITIES EXIST TO ENTER ASSUMPTION CATHOLIC SCHOOL:

1. **First Priority** will be given to siblings of students presently in Assumption Catholic School.
2. **Second Priority** will be given to those families who are registered and actively participating parishioners, who regularly attend Mass at Assumption.
3. **Third Priority** will be given to actively participating Catholics outside the parish.
4. **Fourth Priority** will be given to other students who by their behavior and attitude demonstrate an acceptance of the Assumption Catholic School philosophy.

As a general rule, the pastor and/or principal may change the admissions priorities if in their judgment the school and parish will be better served.

To be classified as an In-Parish and active parishioner, the following criteria must be met:

- A registered member of Assumption Parish for at least 6 months prior to applying.
- Use of the Sunday offertory envelope/EFT on a regular basis (at least 6 times per 6 months).

All students accepted are expected to demonstrate the Assumption Catholic School philosophy through their attitude, behavior, and faith. As long as space is available, no qualified student will be denied admission to Assumption Catholic School on the basis of race, sex, color, or ethnic origin.

Philosophy of Education

We, at Assumption Catholic School, are committed members of a diverse Catholic community who believe Christianity is an integral part of each person’s daily life. In keeping with this belief is the understanding that every facet of a child’s education should nurture their growth as Christians. Parents, as primary educators of their children, work in partnership with teachers to promote learning by providing developmentally appropriate instruction and creative experiences to educate the whole child. It is in this spirit of fellowship that children, parents, teachers, staff, clergy and parishioners form the faith-filled community of Assumption Catholic School.



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CATHOLIC SCHOOLS WEEK 2018 FACT SHEET

- **What is Catholic Schools Week?**

Catholic Schools Week is an annual national celebration of the important role that Catholic elementary and secondary schools across the country play in providing a values-added education for America's young people. Catholic schools are proud of their educational network that emphasizes intellectual, spiritual, moral, physical, and social values in their students. During this special week Assumption students celebrate their Student Learning Expectations:

- **Active Christian**
- **Effective Communicator**
- **Lifelong Learner**
- **Socially Responsible Citizen**

- **When is Catholic Schools Week 2018?**

Catholic Schools Week begins the last Sunday in January. This year it is January 28 to February 2.

- **What is 2018 theme?**



The open book made up of multi-colored pages symbolizes how all areas of Catholic schools blend together, with faith — symbolized by the cross — at the forefront. Catholic schools are vibrant, dynamic and excellent.

- **What does Catholic Schools Week celebrate?**

Catholic Schools Week celebrates education that goes beyond preparation for a secular life - it is education that prepares students for a Christian life. Catholic Schools Week also celebrates the high standards of excellence and the quality of the education available to all students in Catholic elementary and secondary schools across the U.S.

- **What is the purpose of the Catholic Schools Week celebration?**

The purpose of Catholic Schools Week is to build community awareness of, and involvement in, Catholic schools throughout the country. During this week, many dioceses and schools encourage parents to take full advantage of the benefits of local Catholic schools by enrolling their children in those schools.

- **Who sponsors Catholic Schools Week?**

Catholic Schools Week is a joint project of the National Catholic Educational Association (NCEA) and the United States Conference of Catholic Bishops (USCCB). Individual dioceses and local Catholic elementary and secondary schools develop and promote their own Catholic School Week activities each year.

- **How long has Catholic Schools Week been around?**

The Catholic Schools Week celebration became an annual event in 1974. The first national Catholic Schools Week slogan was "Different Where It Counts--Message, Community, Service."



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2018 – 2019 FACT SHEET

- ❖ Established in 1952
- ❖ Catholic Christian values-based education
- ❖ Co-educational
- ❖ Grades TK through 8
- ❖ A student body of approximately 225 students
- ❖ Average class size is 25 students
- ❖ Uniforms – Bancroft Uniform Company
- ❖ School day: 8:00 A.M. – 3:00 P.M. except Wednesday: 8:00 A.M. – 2:00 P.M.
- ❖ 2017 – 2018 Cost to educate a student \$9,314.90
- ❖ 2018 – 2019 Registration:
 - \$450 per first child per year
 - \$350 for each additional child per year
- ❖ 2018 – 2019 Tuition:
 - In-Parish, 1 child = \$7,660 or \$766 per month or \$42.50 per day
 - Out of Parish, 1 child = \$8,725 or \$872.50 per month or \$48.47 per day
 - Non-Catholic, 1 child = \$9,845 or \$984.50 per month or \$54.69 per day
- ❖ Tuition assistance applications through FACTs Grant and Aid
- ❖ Extended Care available – before and after school
- ❖ Utilizing state-of-the-art fiber optic internet connections in all classrooms
- ❖ Parish CYO Sports Program including basketball, volleyball, track, cross country, and sand volleyball
- ❖ Fine Arts, Choir, and Band



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Confidential Application for Registration

TO BE COMPLETED BY THE PARENT OR GUARDIAN

PLEASE PRINT OR TYPE

STUDENT APPLICATION DATA

Candidate for Grade _____ in Fall 2018
Enrolling other children? _____ Grade _____

FULL LEGAL NAME OF APPLICANT		
LAST NAME	FIRST	MIDDLE
STREET ADDRESS	CITY	ZIP
HOME PHONE	BIRTHDATE	BIRTHPLACE
PRESENT SCHOOL CITY, STATE, ZIP	SCHOOL TELEPHONE TEACHER	<input type="checkbox"/> Catholic <input type="checkbox"/> Private <input type="checkbox"/> Independent
If less than one year at present school, please give the name and address of the applicant's previous school.		
CHILD'S SS# XXX-XX-	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>

PLEASE COMPLETE THE FOLLOWING AS APPLICABLE, AND ATTACH THE NECESSARY CERTIFICATES OF PROOF:

BAPTISM: _____ / _____ / _____ in _____
month day year Church City State Zip

FIRST RECONCILIATION: _____ / _____ / _____ in _____
month day year Church City State Zip

FIRST EUCHARIST: _____ / _____ / _____ in _____
month day year Church City State Zip

Please choose one category below that indicates your status as defined in the application packet:

- _____ Catholic Sibling (active in Assumption Parish) Assumption Envelope # _____
- _____ Assumption Parishioner (6 months or more) Assumption Envelope # _____
- _____ Catholic Sibling (Out of Parish)
- _____ Catholic School Attendee (Out of Parish)
- _____ Assumption Parishioner (less than 6 months) Assumption Envelope # _____
- _____ Out of Parish
- _____ Non-Catholic

FATHER'S LEGAL NAME (LAST, FIRST, MIDDLE)		RELIGION	
EMAIL ADDRESS			
CELL PHONE	OCCUPATION	WORK PHONE	EMPLOYER
HOME ADDRESS If different than child's			

MOTHER'S LEGAL NAME (LAST, FIRST, MIDDLE, MAIDEN)	RELIGION
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HOME ADDRESS If different than child's				
FAMILY STRUCTURE (check one)	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Single Parent (Mother _____ Father_____)		
	<input type="checkbox"/> Grandparents	<input type="checkbox"/> Guardian		
Name(s) _____				
<input type="checkbox"/> Blended Family: Name of Stepfather _____ Name of Stepmother _____				
<input type="checkbox"/> Other _____				
Other children in the family:				
Name	Age	School (if any)	Grade	Baptized (Y/N)

EMAIL ADDRESS			
CELL PHONE	OCCUPATION	WORK PHONE	EMPLOYER

The parent(s)/guardian(s) of children in Assumption Catholic School are to cooperate and become involved in four different ways:

1. Parent(s)/guardian(s) are to be loyal, active participating members of their parish; consistent Mass attendance, frequenting the sacraments, and contributing to the support of the parish.
2. Parent(s)/guardian(s) are to support all school policies – cooperating with the administration and staff in all areas of concern, both academic and disciplinary.
3. Parent(s)/guardian(s) are to accept the financial obligation for the operating expenses of the school. Parent(s)/guardian(s) are to pay tuition promptly.
4. Parent(s)/guardian(s) are to become active members of Assumption Parent Teacher Group (PTG). This group assists the school through a service hour program, fundraising which includes Scrip program, Auction, as well as other events throughout the year. To ensure the success of our school programs, every parent/guardian must contribute time in these areas.

I understand and accept the commitments listed above.

Parent(s)/Guardian(s) Signature: _____ **Date** _____

Parent(s)/Guardian(s) Signature: _____ **Date** _____

On a separate piece of paper we would like to know how you first became interested in or acquainted with Assumption Catholic School. In addition, please state why you wish to have your child/children attend Assumption Catholic School. If you would like us to know of your involvement in your parish or if you feel that there may be some pertinent information that is not covered in this application, please also include it.

Please note: Applications are not carried over from year to year.
 The school office will only accept applications if they are complete. Please use the checklist below as a guide to assure that you have included all the necessary information.

For Office use only

Item

Verified by Office

Application

Birth Certificate copy for our records

Testing Fee (non-refundable) \$60.00

Baptismal Certificate copy

First Reconciliation Certificate copy (Gr 3 – 8)

First Eucharist Certificate copy (Gr 3 – 8)

Evaluation from current school (K only)

Release form received from previous school (Gr. 1 – 8)

Letters of Recommendation (optional)

Copy of Report Card (Current and 2 previous yrs: grade appropriate)

Copy of 2 years most recent Standardized Achievement tests (Gr. 4-8)

Verification of church status



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Tuition Assistance Programs 2018-2019

The following is a list of tuition assistance grants and scholarship programs available for the upcoming 2018-2019 school year. Please read this information carefully to determine which financial aid program(s) will meet your need. Be sure to follow the application process completely as well as submitting your application and supporting documentation by the deadline dates.

The FACTS Grant and Aid application is used for both the the FACE Grant and the Assumption Catholic School Assistance. Processing Fee: \$27.00.

FACE (Family-Aid Catholic Education)

- **Obtain:** FACTS Grant and Aid applications available at the school office or on the school website: assumptionschool-sl.org
- **Website:** www.factsmgt.com to check on status of application. www.faceofoakland.org for Alameda County information.
- **Income guidelines:** Based on greatest financial need of applicant pool.
- **Open to:** Students entering K - 8th grade.
- **Documentation required:** 2017 Federal Income Tax Return (Form 1040) including all schedules and copies of all W-2 and/or 1099 forms. Additional details on the application.

FACE grant may not be combined with the Basic Fund.

THE BASIC FUND

- **Obtain:** Applications for current recipients will be sent to the school in late March and are due back April 2018. Applications for new families will be available in January. If you would like to request an application by mail, please call 415-986-5650. Or download an application from their website at www.basicfund.org.
- **Open to:** Students entering private school (K-8th grade) for the first time.
- **Due date: Please note** that the application deadlines have changed this year. Scholarships are awarded on a first come, first served basis until the **March 16 deadline**. Completed application received after this date will be placed on a wait-list. Wait-listed applications will be entered into a lottery at the end of summer.
- **Documentation required:** 2017 Federal Income Tax Return (Form 1040) and copies of all W-2 and/ or 1099 forms. Additional details on the form.
- **Application Fee:** No Charge.

Basic Fund grants may not be combined with FACE.

ASSUMPTION CATHOLIC SCHOOL ASSISTANCE

- **Obtain:** FACTS Grant and Aid applications available at the school office or on the school website: www.assumptionschool-sl.org (after January 29, 2018).
- **Income guidelines:** Based on greatest financial need of applicant pool.
- **Open to:** Students who have completed at least one year at Assumption Catholic School.
- **Documentation required:** 2017 Federal Income Tax Return (Form 1040) including all schedules and copies of all W-2 and /or 1099 forms. Additional details on the application.

1851 136th Avenue • San Leandro, CA 94578 • (510) 357-8772 • Fax: (510) 357-7018



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To The Parent(s)/Guardian(s):

Fill in the student information and complete the Parent/Guardian Authorization for Release of Records. Give this form to the office at your child's present school.

Student: _____ Date: _____
Last Name First Middle

Parent/Guardian: _____ Phone: () _____
Last name First

Present School: _____

Address of School: _____
Street City State Zip

Parent/Guardian Authorization for the Release of Records

The undersigned hereby consents to the release to the Principal at Assumption Catholic School by any educational institution of all education records about the above name student.

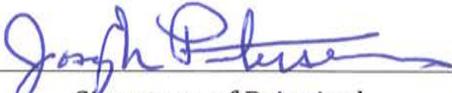
Signature of Parent/Guardian

Date

To Whom It May Concern:

The above named student is an applicant for admission to Assumption Catholic School. Please send report cards or transcripts from this year and last year and the two most recent sets of standardized test scores.

Please return this form with the requested grades and test scores after the first semester/trimester grades have been recorded.



Signature of Principal

This form must be returned by February 23, 2018. Please be sure grades for the first semester/trimester are included. Send this form and the requested information to Assumption Catholic School.

Important Dates/Philosophy/Admissions Policy

Important Dates for New and Transferring Students Entering August, 2018

January 28, 2018 <i>Sunday</i>	Assumption Catholic School Open House 10:30 to 11:30 A.M. <i>Informational parent meeting at 11:30 A.M.</i>
February 8, 2018 <i>Thursday</i>	Deadline for Kindergarten applications & \$60 testing fee
February 16 - 23, 2018	Kindergarten Interview and Readiness Test <i>All students planning to enter Kindergarten in Fall 2018 are required to take this test.</i>
February 23, 2018 <i>Friday</i>	Deadline for Grades 1 – 8 applications & \$60 testing fee <i>This testing fee is non-refundable.</i>
March 3, 2018 <i>Thursday</i>	Kindergarten acceptance letters mailed
March 14, 2018 <i>Wednesday</i>	New Student Testing Grades 1 – 8 <i>Meet at 2:15 P.M. Test until complete.</i>
March 14, 2018 <i>Wednesday</i>	New Student Registration Fee for Kindergarten – Deadline

Philosophy

We, at Assumption Catholic School, are committed members of a diverse Catholic community who believe Christianity is an integral part of each person's daily life. In keeping with this belief is the understanding that every facet of a child's education should nurture their growth as Christians. Parents, as primary educators of their children, work in partnership with teachers to promote learning by providing developmentally appropriate instruction and creative experiences to educate the whole child. It is in this spirit of fellowship that children, parents, teachers, staff, clergy, and parishioners form the faith-filled community of Assumption Catholic School.

Goals

Each student will grow in awareness of the presence of Jesus Christ. The student will have exposure to and will be taught the traditions and doctrines of the Catholic Church. Each will be encouraged to know Jesus Christ better through scripture, prayer, the sacraments, and each other.

Transcript Records

Students entering Assumption Catholic School from another elementary school must provide transfer records that include report cards and progress reports.

Health Records

All students entering Assumption Catholic School must provide current immunization and additional health records before being admitted to school.

Admissions Policy

Assumption Catholic School admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of gender, color, race or ethnic origin with regard to the administration of its education policies and aid programs. Assumption Catholic School encourages applications for admission to kindergarten and all other grades to eighth grade. Assumption Catholic School has an open enrollment policy whereby any student may apply for enrollment.

AFTER ESTABLISHMENT OF READINESS, THE FOLLOWING PRIORITIES EXIST TO ENTER ASSUMPTION CATHOLIC SCHOOL:

1. **First Priority** will be given to siblings of students presently in Assumption Catholic School.
2. **Second Priority** will be given to those families who are registered and actively participating parishioners who regularly attend Mass at Assumption.
3. **Third Priority** will be given to actively, participating Catholics outside the parish.
4. **Fourth Priority** will be given to other students, who by their behavior and attitude, demonstrate an acceptance of the Assumption Catholic School philosophy.

Tuition/Tuition Assistance/Commitments

Tuition

Tuition is increased annually; the 2018-2019 tuition schedule is:

In Parish	1 child	\$ 7,660.00	@ \$ 766.00 per 10 months
	2 children	\$13,405.00	@ \$1,340.50 per 10 months
	3 children	\$17,235.00	@ \$1,723.50 per 10 months
	4+ children	\$21,065.00	@ \$2,106.50 per 10 months
Out of Parish	1 child	\$ 8,725.00	@ \$ 872.50 per 10 months
	2 children	\$15,265.00	@ \$1,526.50 per 10 months
	3 children	\$19,635.00	@ \$1,963.50 per 10 months
	4+ children	\$23,660.00	@ \$2,366.00 per 10 months
Non-Catholic	1 child	\$ 9,845.00	@ \$ 984.50 per 10 months
	2 children	\$17,235.00	@ \$1,723.50 per 10 months
	3 children	\$22,150.00	@ \$2,215.00 per 10 months
	4+ children	\$27,075.00	@ \$2,707.50 per 10 months

A non-refundable student registration fee is due each spring. Also included in the Assumption tuition contract are 30 hours of service and a \$400 fundraising commitment. For a family with one parent, the service hours and fundraising commitment are half.

Tuition Assistance

Tuition Assistance is available to all qualified students and their families through need-based grants offered by the BASIC Fund, FACE (Family Aid to Catholic Education, a diocesan tuition assistance program), and Assumption School Tuition Assistance Program. Assumption Catholic School uses FACTS Grant and Aid, an outside organization to process the financial information provided by families. Submitting the FACTS Grant and Aid forms allows families to be considered for both FACE and the Assumption School Tuition Assistance Program. The BASIC Fund has a separate application. For further details, please refer to the Tuition Assistance flyer.

Parent Clubs

Assumption Catholic School has three active parent groups that enhance the growth of the Assumption community spirit. Assumption Catholic School has an active School Board consisting of 12 members. In addition, Assumption has a Parent Teacher Group (PTG) that monitors the fundraising component and assists in creating community at Assumption. Assumption's Dads Club provides guidance and financial support for the parish CYO program as well as assists with school projects.

The Assumption Foundation's goal is to help with the present development of the school and provide for the future of Assumption.

Service Hours

Included in the Assumption tuition contract are 30 service hours per family. For a family with only one parent, 15 hours are required. Families have numerous service opportunities that are designed to both assist the school and create community. Service hours can be paid at \$30 per hour.

Fundraising Component

In order to keep tuition at a modest level, Assumption Catholic School has a fundraising component of \$400 per year also included in the Assumption tuition contract. For a family with only one parent, \$200 per year is required. Ways of fulfilling the fundraising component are by buying Consumer Chex, purchasing gift wrap, magazines, candy sales, and numerous other fundraising opportunities provided by the school and the PTG program. Parents may opt to pay the fundraising component monthly or in installments instead of participating in this program.

General Information/History

History

Msgr. Thomas Browne founded Assumption Catholic School in 1952. Dominican Sisters from Everett, Washington provided a staff for the school. In the beginning years, grades one through six had 50 students in each classroom. In 1957, grades seventh and eighth were added and enrollment increased to 400 students. In 1977 the Sisters of the Holy Names replaced the Dominican Sisters and staffed the school until 1989. At this time Assumption Catholic School has a lay administrator, faculty and staff. Assumption Parish's Parochial Administrator is Fr. Leonard Marrujo.

Student Body

The 228 students enrolled in grades K through 8 come to Assumption from San Leandro, Castro Valley, Hayward, San Lorenzo, Dublin, and Oakland areas. These students reflect the cultural diversity of the community at large. The school is approximately 51% male and 49% female, and 86% are Catholic.

Curriculum

The curriculum follows the Diocese of Oakland guidelines. We stress critical thinking for effective preparation for success in school and later for high school. Our program is geared to meet the high expectations of our teachers and parent community. Besides the state and Diocese of Oakland requirements, Assumption Catholic School curriculum offers P.E., Coding (K-8), a Fine Arts Program consisting of music, art, and educational field trips. Students must pass all courses successfully in order to move to the next grade.

Mission Statement

We are Assumption Catholic School, a ministry of the Church of the Assumption. As a diverse community, we excel in academics and model Christ where each individual is safe, nurtured, respected, and treasured.

Student Learning Expectations

Assumption Catholic School Students are:

1. Active Christians
2. Effective Communicators
3. Lifelong Learners
4. Socially Responsible Citizens

Catholic Values-Based Education

Assumption Catholic School is dedicated to developing promising young Catholic leaders. This means providing a stimulating, intellectual and physical environment with an emphasis on the student's spiritual and moral growth. Student Body Masses are held regularly. Assumption is a Catholic community that recognizes its responsibility to assist in values formation. Classroom discussions focus on prayer and, in the junior high level, contemporary moral and social issues. We make our Assumption parents partners in this development.

Faculty

The Assumption faculty is well qualified. Many teachers hold California credentials. Several of the faculty members hold advanced graduate degrees. All teachers and instructional assistants participate in ongoing education to enrich and enhance our program. Assumption teachers bring a combination of experience and creativity to a strong academic program while conveying Catholic values and a sense of community to the students and their families.

Class Size

The usual class size is 25-30 students per class.

Appearance Code

Assumption students wear uniforms that may be purchased through the uniform company. We require all students to adhere to the appearance code.

Parish Sports

Students in grades 2 – 8 are encouraged to participate in the parish Catholic Youth Organization (CYO) program. Assumption Parish currently offers very active and extensive volleyball, basketball, and track programs for both boys and girls. The parish is actively involved with the Diocese of Oakland CYO program.

Extra Curricular Programs

Assumption provides student activities that are designed to develop a student's leadership abilities. These activities include Campus Ministry, Student Leadership Team, school yearbook, assistants in Extended Care Program, service, band, choir, and altar servers.

Extended Care Information

Purpose

Assumption Catholic School Extended Care Program's purpose is to provide a safe, welcoming, and caring atmosphere for the students of Assumption School.

Philosophy

The Extended Care Program provides a structured environment with adult supervision. In accordance with the Assumption Catholic School philosophy, the extended care personnel strive to assist, accommodate and serve the parents and children. Our goal is to guide participants to respect all people and to be caring individuals who are able to enjoy this after school time spent together.

Hours

Morning: 7:00 A.M. – 7:45 A.M.

Afternoon: 3:00 – 6:00 P.M. Extended Care is available every day, including minimum days, that students are in school unless otherwise noted in the school newsletter calendar. Closed days include the last day before Christmas and Easter breaks, the Friday of Catholic Schools week and the last two days of school.

Location

Assumption's Extended Care Facility is located in our Msgr. Lucid building.

Procedure

The teacher on duty is responsible for overseeing that all students sign in to the program. Only parents or authorized persons may sign a student out of the Extended Care Program. The attendance sheet will record the checkout time.

Schedule

Each day, the Extended Care daily schedule includes time for snack, outdoor recreation, homework, free choice of play, and planned activities.

Regulations

Students report to the Extended Care room immediately upon dismissal from class, or carline. Students are to remain in assigned areas and must request permission to leave the assigned area.

Before attending, all students must have an Extended Care Registration Form on file with names and phone numbers of authorized persons permitted to sign out students. All exceptions from persons listed must be submitted in writing and signed by the parent.

Permission to be excused from extra-curricular school related activities must also be submitted in writing and signed by the parent.

Students will be expected to exhibit appropriate school behavior at all times. Habitual misconduct will not be tolerated. Continued disobedience or violation of safety rules will require a conference with a parent, Extended Care Director, and the principal. If the problem cannot be resolved, the student will be asked to leave the program for a period of time.

Snack

A snack will be provided during the afternoon. On minimum days, students bring their own lunch, or order from our hot lunch program. If your child has severe allergies, please send a separate snack.

Emergency/Illness/Accident

Parents will be notified immediately as is the policy of Assumption Catholic School.

Cost

Extended Care Registration is \$55.00 per family per year until Friday, August 31, 2018. After that date, the fee is \$75.00. Cost: \$5.00 per hour, per child.

Billing

Coupon payment is due at the time of service. Coupon books may be purchased from the Extended Care. Each booklet contains twenty coupons. The coupons do not have an expiration date, and can be used each year.

Additional information can be found in the Assumption Catholic School Extended Care handbook. If you have additional questions, please contact the Extended Care Director at lru diak@cndo.org.