



ST. JOSEPH SCHOOL

94-651 FARRINGTON HIGHWAY WAIPAHU, HI 96797

PHONE (808) 677-4475

FAX (808) 677-8937

E-MAIL sjs@stjosephwaipahu.org

WEBSITE <http://stjosephwaipahu.org>

November 2011

Dear Parents and Guardians:

Thank you for choosing the *St. Joseph School Community* to assist you in your continual role as the primary educators of your child. This will be our fourteenth year of Year Round Education. The first day of school will be in late July. More information will be provided during the year.

To be considered for acceptance in Pre Kindergarten, the following are required. All documents are due in the school office by **Wednesday, February 1, 2012:**

- A student applying for **Pre Kindergarten** must be **4 years old by December 31, 2012.**
- Completed application form
- Completed Parent/Guardian questionnaire
- Copy of child's Birth Certificate
- Copy of Baptismal Certificate if applicable
- Copy of verified social security number
- Copy of Report Card or Progress Report if applicable. *This information should cover the work completed last year including the **first semester of the current school year.***
- One Confidential Teacher's Report This should be completed by your child's current teacher. Please provide a stamped envelope addressed to St. Joseph School.
- Application fee of \$30.00
- Attendance at the Parent Informational meeting on Saturday, February 4, 2012**
- Student Assessment on Saturday, February 4, 2012**

11/11/2011



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Student assessment for Pre Kindergarten is on Saturday, February 4, 2012

REGISTRATION BEGINS
at 8:30 a.m.

ASSESSMENT OF ALL STUDENTS
BEGINS at 9:00 a.m.

All parents/guardians are required to attend
the general informational meeting that begins at 9:00 a.m.

FOR ALL NEW STUDENTS:

- Priority is given to students whose siblings already attend St. Joseph School.
- Due to the limited spaces in Pre Kindergarten, **applicants are strongly encouraged to be present for the First Assessment in February. Students who are assessed on February 4, 2012 will be given a priority.**
- If you or your child is unable to attend the Parent Informational meeting and/or assessment, **please notify the office by Wednesday, February 1, 2012.**

If you have any questions concerning our application packet, please feel free to contact our school office. We look forward to meeting you and your child on February 4, 2012.

Sincerely,

Ms. Sandobal
Principal

ST. JOSEPH SCHOOL

GENERAL INFORMATION for Pre Kindergarten

MISSION

St. Joseph School, in partnership with the home, church, and global community, provides quality Catholic education in a safe and caring family environment. We prepare students to achieve their full potential, to be witnesses of their faith, and to become morally responsible citizens.

PHILOSOPHY

We at St. Joseph School believe parents are the primary educators of their children.* We support and assist the parents by nurturing the spiritual, intellectual, social, emotional, cultural, aesthetic and physical growth of the whole person in a safe and caring family environment.

We recognize each person as God's creation with individual gifts to share within our school family and larger community. We are committed to affirming these gifts by instilling morals, Catholic traditions, and values which give each person a sense of self worth and belonging and a love for life-long learning.

**Declaration of Christian Education. Vatican II.*

HISTORY

St. Joseph School was operated under the guidance of the Sacred Hearts Fathers. The LaSalette Fathers have since been appointed administrators assisted by the Congregation of the Sisters of St. Paul of Chartres and the dedicated lay faculty.

SCHOOL HOURS

School begins promptly at 7:45 a.m. with the first bell at 7:25 a.m. to line up for morning assembly and flag raising at 7:30 a.m. Morning Extended Care is provided beginning at 6:00 a.m. General morning supervision begins at 7:00 a.m. School ends at 2:30 p.m. Every Wednesday dismissal is at 1:00 p.m. Afternoon Extended Care is provided until 5:30 p.m. Any student remaining beyond 30 minutes after dismissal will automatically be placed in our extended care program. A service fee of \$16.00 will be charged per child. After 5:30 p.m., an additional service fee is charged as follows:

5:31 p.m. - 6:00 p.m. \$6.00

These fees are payable upon pickup or by the following day.

ST. JOSEPH SCHOOL

GENERAL INFORMATION for Pre Kindergarten

OFFICE HOURS

During the school year, the office hours are 7:30 a.m. - 3:30 p.m. Office hours are adjusted accordingly for early dismissal times.

COMMUNICATION		
School Office: 677-4475	School Fax: 677-8937	Cafeteria: 677-4583
Rectory: 677-4276	Web Site: stjosephwaipahu.org	E-Mail: sjs@stjosephwaipahu.org

STUDENT CONDUCT POLICY

The following rules state the responsibility of each student within our Christian community. The student is expected to act appropriately at all times in accordance with our Catholic values and morals. **Any disciplinary action taken is based upon the age appropriateness of the child.**

- 1. The student will follow general rules.**
 - a. Follow directions.
 - b. Use caring, courteous words and gestures.
 - c. Be prepared for class and be on task.
 - d. Follow specific rules relative to the individual classrooms.
 - e. Respect self, others and school, personal, public and other property.
 - f. Create a safe environment.
 - g. Be a responsible learner.
- 2. The student will follow specific school rules.**
 - a. Follow the school dress code.
 - b. Remain in school after arriving on campus in the morning and following dismissal in the afternoon if he/she is staying after school for any reason.
 - c. Bring minimal amount of money for school purchases. The school is not responsible for any lost money in a student's possession.
 - d. No gum chewing.
 - e. Distribution of flyers and solicitation of any products must receive prior written approval by administration.
 - f. No falsifying documents, cheating, and/or plagiarism.
- 3. The student will follow the campus courtesy rules.**
 - a. SAY: *"Good morning!" "Good afternoon!" "Please." "Thank you."
"Excuse me." "I'm sorry."*
 - b. DO: *Offer your assistance.
Offer a helping hand.
Offer to give directions.*
 - c. BE: *Caring, Friendly, Welcoming, and Respectful.*
- 4. No policy is capable of covering all infractions that warrant disciplinary actions. Therefore, the administration of St. Joseph School reserves the right to censure or penalize students who choose to act contrary to Christian values and principles.**

ST. JOSEPH SCHOOL

GENERAL INFORMATION for Pre Kindergarten

BULLYING POLICY

St. Joseph School recognizes that bullying and intimidation have a negative effect on the school climate and negate the spirit of dignity and uniqueness of each individual we advocate in a Catholic school. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school. The St. Joseph School community shall not tolerate any bullying on school grounds or at any school activity on or off campus.

PROGRAM GOALS

The Pre Kindergarten program was established in April 2001 to further support and assist parents by nurturing the spiritual, intellectual, social, emotional, cultural, aesthetic and physical growth of the whole person in a safe, caring family environment. The major goal of the Pre Kindergarten program is to provide a solid foundation for successful Kindergarten readiness and life-long learning. The integrated curriculum is designed to teach developmentally appropriate concepts through whole group, small group, cooperative learning and individual learning to meet the needs of all the students. Instructional emphasis is placed upon developing a positive self-esteem and recognizing each student as God's creation with individual gifts.

Teachers and parents are partners in the development of the whole child. Communication logs, parent bulletins, and conferences are some of the important ways to ensure a collaborative approach as educational partners.

ST. JOSEPH SCHOOL
GENERAL INFORMATION for Pre Kindergarten

FINANCIAL INVESTMENT 2011-2012

This is subject to change for the 2012-2013 school year.

School Year 2011-2012	Regular Day 7:00 a.m. to 2:30 p.m.	Regular Day + <i>Morning Only</i> 6:00 a.m. to 2:30 p.m.	Regular Day + <i>Afternoon Only</i> 7:00 a.m. to 5:30 p.m.	Regular Day + <i>Morning + Afternoon</i> 6:00 a.m. to 5:30 p.m.
TUITION	6,485.00	6,760.00	7,035.00	7,310.00
COMPREHENSIVE FEE	873.00	873.00	873.00	873.00
<u>TOTAL</u>	\$7,358.00	\$7,633.00	\$7,908.00	\$8,183.00
PTG FEE Per family	15.00	15.00	15.00	15.00
Fundraisers per family \$400 per family 2 Options	<p><u>OPTION 1</u> : FOODLAND GIVE ALOHA PROGRAM FUNDRAISER OF \$400 OR a direct donation of \$450 to St. Joseph</p> <p><u>OPTION 2</u> : FOODLAND GIVE ALOHA PROGRAM FUNDRAISER OF \$250 OR a direct donation of \$300 to St. Joseph AND SELL a product that nets a profit of \$150</p>			

A MORNING SNACK AND LUNCH IS INCLUDED IN YOUR FINANCIAL INVESTMENT FOR PRE-KINDERGARTEN ONLY.

COMPREHENSIVE FEE includes hardback book rentals, consumable workbooks, testing, student insurance, diocesan fees, class materials, tablets, and other costs.

If and when your child(ren) is accepted, a NON-REFUNDABLE deposit of \$300.00 is required per child, The NON-REFUNDABLE deposit for students of families who are already enrolled at St. Joseph School is \$100 per child. This deposit will be deducted from your total balance.

ST. JOSEPH SCHOOL

GENERAL INFORMATION for Pre Kindergarten

The 2 payment options by which payments can be made with FACTS are:

Automatic Bank Payment (ACH)- ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved from either your checking or savings account.

Credit Card- If you elect to use this option, your payment, along with a 2.5% convenience fee, will be automatically charged to your credit card (AMEX, MasterCard, or Discover). Paying with your credit card allows you to take advantage of various bonus programs offered by your credit card company.

We have adopted the following tuition payment policy for the next school year. Families can pay their tuition in one of following ways:

1. **Full Payment Plan** - Payment in full due on July 1, 2012. The payment fee for this plan is \$10.00.
2. **Semester Payment Plan** - 2 payments (July and December). Available payment dates are 5, 10, 20, **OR** 25. The payment fee for this plan is \$10.00.
3. **Monthly Payment Plan** - 11 payments beginning July 2012. Available payment dates are 5, 10, 20, **OR** 25. The payment fee for this plan is \$41.00.
4. **Bi-weekly Payment Plan** - 22 payments beginning July 2012. The available payment dates are 10 & 25 **OR** 5 & 20. The payment fee for this plan is \$41.00.

Please be assured that neither FACTS nor the school will have direct access to your financial account. FACTS Management Company also offers *optional* Peace of Mind coverage for the person paying tuition and his/her legal spouse.

You may read the FACTS brochures available on our website, stjosephwaipahu.org, and Edline for important details. Please enroll in FACTS by going to our website, <http://stjosephwaipahu.org>, and click on the FACTS payment plan icon **OR** go to Edline and click on **FACTS Payment Plan** in the **Links** section, all from the comfort of your home. **Your choice of a payment plan must be selected by June 4, 2012.**

We are very grateful to have the opportunity to serve your family by providing quality Catholic education and helping to develop morally responsible citizens. Together we are dedicated to your children and working with FACTS is one more step in assuring we can continue our mission.

ST. JOSEPH SCHOOL APPLICATION *2012-2013*

Pre Kindergarten

_____ Male Female
STUDENT'S NAME (Last, First, MI) **GENDER**

DATE OF BIRTH _____ **PLACE OF BIRTH** _____ **HOME PHONE** _____

U.S. CITIZEN: Yes No **RELIGION** _____

PARISH / PLACE OF WORSHIP _____ **CITY** _____

HOME ADDRESS _____

_____ **MAILING ADDRESS** (if different from Home Address)

E-MAIL ADDRESS: _____

PARENTS/GUARDIANS

Father's Name	Religion	
Ethnic Background	Occupation	
Employer	Business Phone	Cell Phone
Employer's Address		

Mother's Maiden Name	Religion	
Ethnic Background	Occupation	
Employer	Business Phone	Cell Phone
Employer's Address		

Marital Status of Parents Please check one of the following:
() Married () Single () Divorced () Separated () Widowed

Complete below if applicable. Documents verifying guardianship required.

Legal Guardian	Religion	
Ethnic Background	Occupation	
Employer	Business Phone	Cell Phone
Employer's Address		

BAPTISM: Date _____ Church _____
 City/State _____

ST. JOSEPH SCHOOL APPLICATION **2012-2013**

Pre Kindergarten

SCHOOL PRESENTLY ENROLLED IN _____

OTHER PRE SCHOOLS ATTENDED

NAME OF SCHOOL	NUMBER OF YEARS	REASON FOR LEAVING

Has your child ever been tested/evaluated by the DOE or other agencies for any special learning needs? ____Yes ____No

If yes, when was he/she tested/evaluated _____ **Month/Year?**
Please provide a copy of the results.

The Hawaii Catholic Schools must report to the National Catholic Education Association, Federal and local agencies summary data on the sex and ethnic backgrounds of our students. Therefore, it is required that each person applying for admission to a Catholic school indicate his or her ethnic background on the application form. This information does not affect determination of admission.

ETHNIC BACKGROUND (check one only)

- | | |
|--|---|
| <input type="checkbox"/> American Indian
<input type="checkbox"/> Afro-American
<input type="checkbox"/> Chinese
<input type="checkbox"/> Filipino
<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Part Hawaiian
<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean | <input type="checkbox"/> Portuguese
<input type="checkbox"/> Spanish, Cuban, Mexican, Puerto Rican
<input type="checkbox"/> Samoan
<input type="checkbox"/> Caucasian
<input type="checkbox"/> Indo-Chinese
<input type="checkbox"/> Tongan
<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Other _____ |
|--|---|

PRIMARY LANGUAGE SPOKEN AT HOME (check one only)

- | | |
|---|--|
| <input type="checkbox"/> English
<input type="checkbox"/> Cantonese
<input type="checkbox"/> Mandarin
<input type="checkbox"/> Ilocano
<input type="checkbox"/> Tagalog
<input type="checkbox"/> Cebuano/Visayan
<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Japanese | <input type="checkbox"/> Samoan
<input type="checkbox"/> Vietnamese
<input type="checkbox"/> French
<input type="checkbox"/> German
<input type="checkbox"/> Italian
<input type="checkbox"/> Portuguese
<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Other _____ |
|---|--|

ST. JOSEPH SCHOOL APPLICATION *2012-2013*

Pre Kindergarten

Parent/Guardian Questionnaire

Mother's First and Last Name	Father's First and Last Name
Child's Name	
Child's Nickname	Birthdate
Siblings: Name	Age
Other relatives/persons living with the family	

1. What influenced you to choose St. Joseph school? Check all that apply.

- Children/relatives attend
- Pearlridge Display in January
- Hawaii Parent Magazine
- Recommendation by friend/family
- Other _____

2. Why do you want your child to attend St. Joseph School?

ST. JOSEPH SCHOOL APPLICATION 2012-2013
Pre Kindergarten

3. What do you feel is your most important responsibility as the primary educator of your child?

4. What could you do at home to support our school's mission to develop your child spiritually, intellectually, socially, physically, and personally?

5. What could you do to support your child's teacher(s) to achieve their classroom goals for the year?

6. What do you feel are the 2 or 3 most important rules you have set for your child?

7. If your child disobeys these rules, what types of consequences have you set?

8. What types of rewards or positive reinforcements do you provide for your child?

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Pre Kindergarten

9. How do you enjoy spending time with your child?

10. Approximately how much time does your child spend on a daily basis:

<i>activity</i>	<i>number of hours</i>
a. watching television	
b. playing	
c. reading	
d. napping	
e. sleeping	

11. Describe your child's attitude towards learning.

12. What are your child's greatest strengths?

13. What are your child's areas for growth?

14. Describe your child's general personality.

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Pre Kindergarten

15. Please list problems or special needs connected with sleep.

16. Does your child have any certain habits?

17. Does your child interact or play with other children? How often and where?

18. List any definite FEARS/STRESS.

19. In those times, what comforts your child?

20. Does your child have any particular INTERESTS?

21. What words are used for Bowel Movement and Urination?

22. What are your child's bathroom schedule and needs? Any regression in potty training?
What triggered it?

ST. JOSEPH SCHOOL APPLICATION 2012-2013
Pre Kindergarten

RELEASE AND CONSENT FORM

DATE _____

Please send a copy of my son/daughter's records inclusive of his/ her current report card or progress report and a teacher reference letter to **ST. JOSEPH SCHOOL** at the address below, by **January 30, 2012**. I have included a self-addressed stamped envelope.

**Admissions Office
St. Joseph School
94-651 Farrington Highway
Waipahu, Hawaii 96797**

STUDENT'S NAME _____

PARENT/GUARDIAN SIGNATURE _____

ST. JOSEPH SCHOOL APPLICATION 2012-2013
Pre Kindergarten

Tuition Credit Referral Form

Name of Family _____
Last Name

Name of Child(ren)	Grade Entering in 2012-2013

If the person who recommended St. Joseph School to you has children presently attending our School, they will receive a \$250 tuition credit for every new student they recommended who enrolls in St. Joseph School. The tuition credit is our way to say thank you for their support of our school.

The name of the person who recommended St. Joseph School to me (us) is _____ . I (We) would like this family to receive a tuition credit of \$250 for every child I (we) have attending St. Joseph School next year.

Parent / Guardian Signature

Date