

Mission Statement

Old Mission Catholic School, in partnership with our parent community, fosters academic excellence while embracing faith-based teachings in a safe, healthy, and ethical environment.

School Philosophy

The philosophy of old Mission School focuses on working cooperatively to develop three ideals: 1) spirituality; 2) integrity; 3) academic excellence. We work collectively to achieve an innovative and disciplined school environment. While emphasizing core curriculum, we encourage discovery, challenge, high academic standards, and service to others.

We strive to be for one another a model of Christ-centered integrity. Each child has a right and responsibility to reach his or her full potential as a child of God - spiritually, intellectually, physically, socially, and emotionally.

We embrace the following description of Catholic education:

“We aim to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity ... to help each of our students in such a way that the development of his personality will be matched by that new creation which each became by baptism. We strive to relate all human culture eventually to the news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of mankind.”

“Declaration on Christian Education,” Documents of Vatican II

Schoolwide Learning Expectations

Academic:

I possess a multilayered academic background which includes core-subject knowledge, fine arts, foreign language, physical and religious education, that is solidly established and ready for application.

Spiritual:

I will know, understand, value, and apply the spirit of Jesus in my life.

Service and Global Awareness:

I am part of a worldwide community with responsibilities to the well-being of all people, animals, resources, and the environment.

Critical Thinking and Practical Application:

I take responsibility for my own actions, think critically, and apply the problem-solving skills I am learning.

Accreditation

Old Mission School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

Admission Policies

Admission to Old Mission School is a multi-step process. New applicants for transitional kindergarten, kindergarten, and grades one through eight will be tested (or screened) and interviewed before they are eligible for admission to any particular grade level. Once accepted or re-enrolled, all families must complete and submit a signed Admission Contract before students are formally accepted into Old Mission School.

Acceptance of a student into Old Mission School means that the family of the student become members of the school community. Students and their families are expected to contribute to the enrichment of the Catholic community at the school. Families must be willing to support the mission, philosophy, and policies of Old Mission School in order for their children to attend. **Only those students will be admitted who, in the judgment of the administration, will benefit from the program and philosophy at Old Mission School.**

Parents and guardians are expected to familiarize themselves with all policies and procedures set forth in the Old Mission School Family Handbook, particularly in the areas of religious education, school philosophy, discipline, parental/guardian/family member behavior, and financial obligation of the parents/guardians. The Family Handbooks are distributed in the first weeks of each school year.

Application/Registration Procedures

1. Old Mission School does not use waiting lists to evaluate applicants' enrollment status. After the screening process is complete and a child's name has been entered into an eligibility pool, *consideration* for admission to Old Mission School is generally given to:
 - a) Continuing students enrolled in Old Mission School,
 - b) Siblings;
 - c) New Catholic students;
 - d) All other new students.

Old Mission School's admission policy is subject to the following non-discrimination policy:

Old Mission School in the Diocese of Monterey, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. Old Mission School does not discriminate on the basis of race, color, national and/or ethnic origin, age or gender in administration of its educational policies, admissions policies, tuition assistance programs, and athletic and other school-administered programs. While Old Mission School does not discriminate against students with special needs, a full range of services may not be available. Likewise, Old Mission School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, and national and/or ethnic origin. Old Mission School reserves the right to be the sole judge of merit, competence and qualifications, and can favor Catholic applicants and co-workers in all employment decisions, especially when those positions have direct bearing upon the pastoral activity of the Church.

2. Copies of birth, baptismal, and First Eucharist certificates for all Catholic pupils; birth certificate only for all non-Catholic pupils must be submitted at the time of application.
3. Copy of child's social security card.
4. Academic records must be presented at the time of application prior to the interview/test process:

- a) Parents must submit standardized test scores and report cards for the current academic year and two (2) previous academic years. (This applies to students in grades two through eight only.)
5. Certification of required health records must be completed upon acceptance before children will be allowed to attend school:
 - a) Report of Health Examination for School Entry form - completed and signed by physician. A physical exam must be performed within 12 months of enrollment. (Forms are given to all new students)
 - b) Immunization record Up-to-date immunizations according to California state law.
 - c) All new students must submit evidence of freedom from active tuberculosis (**documentation of a negative P.P.D. tuberculin skin test or negative chest x-ray within the previous year is required**).
6. Class size will generally not exceed thirty-two (32) students in kindergarten, grade one, and grade two. Class size will be limited to thirty-five (35) students for grades three through eight.
7. A non-refundable **application fee** is due at the time of application. Students cannot be placed in the eligibility pool until the fee is paid. Upon acceptance, the complete registration fee is due to guarantee enrollment. The paid application fee will be credited towards your first year's registration fee. Registration fees are non-refundable if you change your decision to enroll your child in Old Mission School.
8. Old Mission School uses California state law to determine the age for admitting children to transitional kindergarten, kindergarten, and first grade. Transitional kindergarten students must be 5 years of age by December 1 of the school year and kindergarten students must be 5 years of age by September 1.
9. All *incoming* transitional kindergarten or kindergarten students will participate in the Gesell School Readiness Screen. This process will take place in the spring, and will be scheduled through the Nativity campus Kindergarten teacher. There will be a fee assessed for all children who participate in the screening process. The fee is due and payable on the day your child participates in the Gesell School Readiness Screen.

The Gesell Screen is not an intelligence or achievement test; rather, it is an organized series of tasks that reveal a child's developmental age. Parents are invited to be present during the screening process. At the conclusion of the screen, the early childhood staff will recommend to the principal those students who will best benefit from placement in the transitional kindergarten or kindergarten program. If the screening process determines that a child's needs will not be best met by Old Mission School's transitional kindergarten or kindergarten program, staff may recommend placement in an appropriate program. Teacher and parent input will also be considered, and Old Mission School reserves the right to make the final placement decision.

Old Mission School & Nativity Campus Profiles

Old Mission School Campus

Located at 761 Broad Street between Mill and Peach Street, this campus serves grades one through eight. There are 32 students in first and second, and 35 students in third through eighth. Students are to be on campus by 8:15 at which time classes line up for a morning assembly. Classes begin at 8:30 and end during the scheduled pick-up time between 2:30 and 3:00. Extended care is offered after school each day until 5:00. A curriculum binder and the school's nationally-normed test scores are available at anytime for your perusal in the registrar's office.

Nativity Campus (Preschool and Kindergarten)

The Nativity campus is located at 221 Daly, off of Foothill Boulevard. There are four classes at this site, Pre 1 for 3 year olds, Pre 2 for 4 year olds, Transitional Kindergarten and Kindergarten for 5 year olds. Each class goes from 9:00 to 12:00 Monday through Friday. Extended care is offered prior to class beginning at 7:45 to 8:45 and after class from 12:15 to 5:30.

Tuition, Fee, and Admission Requirements

The cost of attending Old Mission School includes:

- 1) Application fee for new student applicants:** \$65.00 per student
The \$65 application fee is discounted the first year for a new student registration fee.
- 2) Fees due at the time of registration:**

Returning Students:

Grades PS - 8: \$275.00

- 3) Tuition**

Tuition is payable in advance, but may also be paid in 10 monthly installments beginning August 10. The SMART Tuition Management Company will add a \$3.50 per month processing charge to all families who choose to pay tuition in 10 monthly installments. A \$30.00 late fee will be charged for payments made after the 10th of each month. Semi-Annual tuition payments are payable on August 31, and January 31. Annual tuition payments are payable in full by August 31. Credit cards (MasterCard or Visa) are accepted for Annual or Semi-Annual payments with a fee of 3%. Families who pay annually or semi-annually will be subject to a 10% late fee for payments made 10 days after these due dates.

No portion of tuition and fees paid or outstanding will be refunded or canceled in the event of absence or withdrawal once the contract has been signed.

2006-2007 Tuition Per Student:

OMS CAMPUS-First Child	\$4,100.00
NATIVITY CAMPUS-First Child	\$3,650.00
Second Child (either campus)	\$3,650.00
Third Child or more (either campus)	\$3,350.00

4) Extended Care Fee

Extended-care is available each school day. The cost is \$4.00 per hour per child. The minimum charge will be one hour (\$4.00).

5) Tuition Assistance Program

Families are encouraged to seek financial assistance from their home parishes **before** submitting a request for assistance to the school. If such a program does not exist in your parish, you are encouraged to speak with your parish clergy about starting a parish scholarship program. Limited scholarship funds are available from the Knights of Columbus. All families will receive information about this scholarship program in the spring of each year.

Tuition Assistance has been made available to Old Mission School families by Old Mission Parish. We are encouraging other parishes to contribute to our tuition assistance fund. We also ask you to encourage your pastor to be a financial partner in our educational ministry. Assistance is generally not available for preschool students. Please contact school office staff (543-6019) if you would like a Student Aid Form to begin this process of applying for tuition assistance, or if you would like information about the program. These forms are available once a year during registration.

6) Twenty Five (25) hours of parent service:

Your parent service commitment is an integral part of our school. We rely on your talents, service, and generosity to benefit students and the school community as a whole. The minimum service hour commitment is twenty-five hours per year per family. Five hours of this may be completed through parish volunteerism. The service commitment must be satisfied by **May 1st** of each year (for administrative purposes).

A \$20.00 per hour (\$500.00 maximum) will be assessed to families who do not complete twenty-five hours of service. It is important for you to know that we would much rather have parent participation than have parents buy out their service hours. Parent participation builds the school community. However, we do understand that on rare occasions a family must buy out their service hours.

Families with children enrolled *only* in the preschool, transitional kindergarten, or kindergarten program must contribute twenty hours of service; ten hours of this total must be contributed to the Old Mission School Thrift Store. If a family has a child enrolled in the preschool, transitional kindergarten, or kindergarten program **and** a child enrolled in grades one through eight, that family must complete twenty-five hours of service.

Families who are able to work at the store will be required to complete their Thrift Store hours during an assigned two-month period (see below). The schedule was created to ensure a steady supply of help for the store throughout the school year. Payment for incomplete Thrift Store hours will be due at the end of each assigned period. For example, if your oldest child will be enrolled in grade six, you would receive a bill in

for all Thrift Store hours not completed by that date. Note: The Thrift Store manager would be happy to make alternate suggestions to parents regarding your assigned service months.

Thrift Store Service Hour Assignments

If your oldest child is enrolled in:

Grade 7 or 8
Grade 6 or 5
Grade 4 or 3
Grade 2 or 1
Kindergarten, Transitional Kindergarten, Preschool

Your assigned service months are:

September - October
November - December
January - February
March - April
May – June

Parent service hour requirements (other than the Thrift Store), must be completed by May 1st.

Acceptable service projects for satisfying parent hours may include:

- a) Member of the School Advisory Council, member of the Parents Club Advisory Council, service on Parent Club activity committees, donated materials with the dollar equivalent of \$20.00/hour or special projects with the approval of the principal.
- b) Teacher-requested aides, school-requested aides, Scrip program aides, Friday envelope aides or athletic-requested aides. Detailed jobs are listed in the Family Handbook.

Service projects that do not apply to parent hours include service hours donated to other schools, middle school projects, attendance at athletic events, school, and Parent Club functions; time used preparing food for the class parties or school functions. Other projects in lieu of service hours must have the prior approval of the principal.

7) Middle School Textbooks

Students in grades 6, 7 and 8 purchase their textbooks. Students may purchase textbooks from Novel Experience in San Luis Obispo or from other Old Mission School students. Price estimates for a complete set of books range from \$125.00 to \$225.00.

8) Old Mission School Scrip Program

Scrip is a yearlong program that provides parents and benefactors the opportunity to help Old Mission School by purchasing scrip certificates for use at local markets and department stores. When you use scrip gift certificates at these stores, they rebate a percentage (2.5% -20%) of your purchase to the school. This revenue helps reduce tuition costs and provides additional funds for academic programs, classroom supplies, and other school needs. **The best thing about the Scrip Program is that it costs you nothing!** You simply use scrip gift certificates in lieu of cash or electronic scrip at the market or store of your choice. You receive a dollar-for-dollar value when you buy scrip—**there are no hidden costs** involved with the program. The School Advisory and the Parents Club Advisory Councils view the Scrip Program as a great financial benefit for school families.

All school families are required to purchase \$2,500.00 of Old Mission School sponsored scrip by May 1st. If this scrip commitment is not met by this date, a fee is due by May 15. It is understood that a family may opt out of the Scrip program by paying \$250 by September 15. Amounts paid to the school to purchase scrip or to discharge scrip purchase obligations are not tax deductible as a charitable contribution.