



Parent / Student Handbook 2026-2027

St. Patrick Catholic Preschool

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Rights for children in child-care programs and their parents, custodians, or guardians -- Posting and distribution requirements.

Pursuant to KRS 199.898

1. All children receiving child-care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - a. The right to be free from physical or mental abuse;
 - b. The right not to be subjected to abusive language or abusive punishment; and
 - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
2. Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:
 - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - b. The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
 - d. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
 - e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
 - f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
3. The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. -- Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

PRESCHOOL HANDBOOK

Welcome to St. Patrick Preschool where your child will have the opportunity to grow mentally, physically, and spiritually, in a safe, structured environment. The program is focused around the Kentucky Early Childhood Standards. The class is center based; giving children the choice to explore art, books, blocks, dramatic play, math, science, music and sensory activities each day. Within the classroom, your child will develop fine and large gross motor skills individually, and in small or large group settings.

Please keep this handbook as a ready reference throughout the school year. The handbook is also available online.

MISSION STATEMENT

St. Patrick Catholic School community, partnering with the family, provides students with exceptional spiritual and academic programs deeply rooted in our Catholic faith tradition.

VISION STATEMENT

Excellences. Reimagined...

PHILOSOPHY

St. Patrick Catholic School faculty, parish staff, parish school board, and parent-teacher organization believe in providing a school program that is clearly Catholic in character and aims for excellence in academics and recognizes the uniqueness of all students. The faculty, supported by the parish staff, parish school board, and parent-teacher organization, recognizes that students must be prepared to meet the challenges of an ever-changing world and live cooperatively as critical thinkers and problem solvers in a global society. Love of God, human dignity, justice, ecumenism, service to others, stewardship and excellence are among the values lived.

OBJECTIVES OR GOALS OF PRESCHOOL

- To prepare children for establishing their positive self being so that they will grow spiritually by saying prayers, learning bible stories and bible verses.
- Striving to help them socially and emotionally in learning to make new friends, having self-control and self-confidence, eager to learn and participate in classroom and school activities.
- Enhancing their physical coordination while developing their small and large motor skills.
- Developing their listening skills, learning to follow directions, increasing their attention span, language and problem solving.
- Developing their pre-reading, writing and math skills.

CURRICULUM

Each week a themed unit will be used to introduce basic learning skills according to the Kentucky Early Childhood Standards. These will be geared towards ability levels and interests but will include the following:

- Pre-reading and writing skills: such as recognition of the alphabet, sounds associated with each letter, learning to form and recognize letters.
- Math concepts: counting and learning about shapes, sizes and distance.
- Religion: Monthly visits to the church to acclimate children to the church environment, learn bible stories, and Catholic symbolisms.
- Science and Social Studies will be introduced through the weekly themes.
- Music and Movement: Preschool students will sing songs related to our weekly theme throughout the week.

CHILD TO TEACHER RATIO

During the 2026-2027 school year there will be one full time teacher along with one full time assistant in each classroom.

ATTENDANCE

Attendance is necessary in order to be successful in everything we do in life. Although we do not have an attendance policy for preschool, we do discourage excessive absences. Preschool is a time to enhance social skills, follow routines, and learn as a class preparing the way for Kindergarten.

ENROLLMENT

Eligible students must be 3 or 4 years old on or before August 1st of the school year. St. Patrick is a Catholic Preschool which admits students of any sex, race, color, religion, national origin (to all rights, privileges, programs and does not discriminate in administration of its educational and admission policies.) All preschoolers must be potty trained. We are not staffed, nor do we have the proper facilities to meet the needs of a child who has not been completely potty trained. Yes, there may be an occasional accident, but if your child has continual accidents on a daily basis we reserve the right to dismiss them from the program.

The following information is needed for your child's file before the first day of school, which the director will send out all of the forms to you via email.

- Completed Registration Form (you have already completed online)
- Non-refundable Registration Fee (paid online while registering)
- Medical History and Consent form
- Over the Counter Medication Permission Form
- Eye Exam Form (the eye doctor will provide after your preschoolers exam)
- Walk/ Photo Permission form
- Child's State-issued Birth Certificate (which you should have provided online in registering)
- Current Immunization Form
- Signed handbook agreement sheet (found in the back of Handbook)
- Departure and Pickup form
- Baptismal certificate for the Child
- An updated Baptismal certificate for a Catholic head of household is required for the child to make sacraments and for the discounted tuition rate once they are in Kindergarten.

COMMUNICATIONS

Open communication is a necessity in any learning environment. This year we will be utilizing BRIGHT WHEEL to provide an open platform for communication between parents and our preschool staff. This will include information on lesson plans, daily/weekly blurbs, photos of your child actively engaged in classroom activities.

Any time you have a question please feel free to send an email to the Director (dspillane@stpatlou.org) or the Assistant Director (jhodes@stpatlou.org), or leave a voicemail message (502-244-7083 ext. 226) to speak with Ms. Spillane or Ms. Hodges directly. In addition, each teacher may send out a monthly newsletter or a calendar of events for the class via email. They will outline each week's theme along with any special announcements for the Preschool.

SCHOOL HOURS

Morning Arrivals begin at 7:15 with actual instruction beginning at 7:45. St. Patrick Preschool is 5-days-a-week; Monday, Tuesday, Thursday and Friday 7:45 - 2:15 Wednesday 7:45 - 1:00.

The School board approved the early dismissal on Wednesdays beginning in the 2017-2018 school year. By doing this, you will be able to schedule doctor appointments, speech therapy or dental appointments without your child losing any instructional time. Also, it will be mid-week, which will allow your child a little down time to refresh for the rest of the school week.

This also allows the Preschool Staff to attend required Professional Development courses, staff meetings and collaborate with other staff members to ensure we are continuing to improve and to provide an exceptional preschool program.

ARRIVAL AND DEPARTURE PROCEDURES

Morning Arrivals: 7:15 - 7:45

Preschool students are to be dropped off in front of the Cafeteria doors on the back side of the school. Once you turn onto the St. Patrick Campus, you will bear to your right, passing the main Celtic doors by the gym. You will proceed up the back hill where two lanes of vehicles will be pulling forward, stay on the left side and pull up to the cafeteria doors. Please stay in your vehicle. A Preschool staff member will be taking your child(ren) from your vehicle. If you have other students who attend St. Patrick 's, they may exit the vehicle as well and walk to their class. Your preschooler will be in the cafeteria with their teacher and other classmates playing with toys during the arrival time.

Drop off needs to be a quick process because we have so many arrivals. Please have your child(ren) ready and say your goodbyes before reaching the curb. It can really slow down the line if everyone takes that extra little bit of time for an extra hug or an extra bite of breakfast.

If you should arrive after 7:45 A.M. and there is no preschool staff outside the cafeteria door, you will need to go to the main entrance of the school office. You will park and escort student(s) to the school office. They will contact preschool and a staff member will come to the office to pick up your child and walk them to their classroom.

Preschoolers **may not be dropped off at the main entrance with siblings**. State regulations require that all preschool aged children be handed directly from their parent/guardian to a preschool staff member.

Dismissals:

The school partners with a student dismissal solution and safety company, PikMyKid. You may read more about the tool here: <https://www.pikmykid.com/>

Using an encrypted, two-step process, the PikMyKid app, parents, teachers and staff can be 100% clear who is picking up the child.

Parents must register for the app and verify their children. Each student will be given a unique ID number from the school, which you will receive prior to the start of school, during the back to school Fair. **Parents or designated pick-ups must use the app.** Paper tags are provided to the primary guardians and can be used in cases of emergency.

Directions for dismissal pick up of your preschooler: Dismissal is totally different from arrivals. PLEASE READ

Once you enter the school property you will go into the app to announce you are here while continuing on up the hill, bearing to your left, towards the front of the school. Staying to your far left following the parking lot to the end, then turning right, a few feet further you will make another right pulling up to the curb of the school. You will park alongside an orange cone with a number on the cone. Preschool staff will begin walking your preschooler to your vehicle. **Once your child is brought to you, please help them into their car seats quickly. Preschool is the beginning of the dismissal process and must be quick, so we cannot have a conversation with you during dismissals.** You will be instructed when you may pull away from the curb. The preschool staff will update the app that your preschooler was dismissed and you will be notified.

Dismissal for preschoolers who have no older siblings will begin 30 minutes prior to the end of the school day (2:15 on Mondays, Tuesday, Thursday and Friday, 1:00 on Wednesdays).

If you have an older child attending the school, they will be dismissed between 2:30-2:40 on Monday, Tuesday, Thursday, Friday and 1:15 on Wednesdays in the preschool pick up line. IF YOU ARRIVE AFTER 2:40 you will need to park out from the brick awning and walk up to the main school doors for your child to be released to you. Once preschool has dismissed, the rest of the school's dismissal begins: bus riders are dismissed, walkers and then the rest of the carpool dismissal. So please be aware of the buses, walkers and vehicles if you arrive late (after 2:40).

How this will work for siblings being dismissed with the preschoolers:

Your older children will be dismissed via announcements. When they hear "**ALL PRESCHOOL SIBLINGS ARE DISMISSED**" then they need to walk to the main school lobby where they will check in with preschool staff, be united with their preschool sibling and walk to your vehicle for dismissal by 2:40.

CHANGES IN TRANSPORTATION

Must be made 30 minutes prior to dismissal through the PikMyKid app.

A written note signed by the parent/guardian is no longer accepted. Verbal messages, via students, will NEVER be regarded as valid permission from a parent/guardian. In cases of an **emergency** that requires a change of transportation, parents/guardians must contact the preschool or School Office prior to 2:00 P.M.

EMERGENCY CLOSING OF SCHOOL/INCLEMENT WEATHER CLOSINGS

St. Patrick Catholic School will not necessarily be closed when Jefferson County Schools are closed due to inclement weather. When weather conditions cause school openings to be questionable, one of the following announcements will be made via Radio and TV for Catholic Elementary Schools in Jefferson County:

- All **Catholic** Elementary Schools in Jefferson County are open . . . St. Patrick will be open. (If road conditions are icy, please use your good judgment in driving to school. Please call the school office and let us know if you are going to be late.
- **Catholic** Elementary Schools in Jefferson County will be open, but on a Delayed Schedule. St. Patrick Catholic School will begin at 9:45 A.M.; and we will be dismissed at 2:45 P.M. If St. Patrick is on a delayed schedule, students may not arrive until 9:00 A.M. If St. Patrick Catholic School is delayed on a morning we have Mass, the Mass will be rescheduled for another day.
- Catholic Elementary Schools in Jefferson County are closed ... We will be Closed.
- Announcement of these decisions will be aired via Radio and TV, and every effort will be made to have the media use exact wording indicated by this policy.
- If a delayed start is announced by the Archdiocese, on a scheduled conference day, due to inclement weather, we will begin conferences at 9 A.M.
- If schools are closed on a scheduled conference day, due to inclement weather, conference day will be rescheduled.

AFTER SCHOOL PROGRAM

St. Patrick After School Care is provided for those families who need childcare beyond the school hours. This program is for the 3-5-year olds who are enrolled in the St. Patrick Preschool Program.

Your child will stay within the preschool classrooms between the hours of 2:15 - 5:30. They will continue their day of developing friendships while playing, painting, coloring, working puzzles, playing games, singing, and reading books. We want them to do what they do best and that is playing and having fun while growing.

The registration fee for the year is \$50 per child and the monthly fees are as follows:

1-3 days weekly: \$258 per month for one child (2nd child: additional \$120 per month)
4-5 days weekly \$302 per month for one child (2nd child: additional \$160 per month)

The holidays, and any other days off are factored into the monthly fees. It is a flat monthly fee which is due on the first day of the month beginning in September going through May. There will not be any monthly bills issued for After Care. Once you have enrolled you will be sent a pushpay link in order to make your monthly payments, you may choose to have it as a recurring payment for the nine months.

EMERGENCY READINESS

Throughout the school year fire (monthly), earthquake, intruder, Shelter in place and tornado drills (quarterly) are held. If you would like to read the emergency plans, please contact the Preschool Director.

SCHOOL COMMUNICATION:

CONSTANT CONTACT COMMUNICATION SYSTEM

The Catholic community of St. Patrick utilizes Constant Contact for all communication. School and parish staff will use Constant Contact to keep you informed on school activities throughout the year, including school newsletters and letters. Contact information in Constant Contact is pulled from the PowerSchool information system. This information is provided by parents and should be updated as needed. Please call the school and preschool if you have any questions or need to make changes.

EARLY DISMISSALS:

No public announcements will be made about early dismissal in Jefferson County Catholic Schools from the Central Office except in the case of an extreme emergency (i.e., city emergency, chemical leaks/spills, etc.). At St. Patrick Catholic School, the Principal, will determine whether an early dismissal is warranted after consulting with the pastor and superintendent. When early dismissal is warranted, due to inclement weather or any other emergency (under the Emergency Action Plan), the following procedures will be followed:

- The administrator, or designee, will send a school-wide Constant Contact notifying parents, and other individuals they have designated, of the early dismissal and place a recording on the school telephone answering service.

PLEASE NOTE: In case an evacuation is necessary, buses will be sent to move students to an alternate location. This location will be communicated in the announcement so parents can pick up their children.

HEALTH:

Medical and emergency information forms (which will be sent via email for completion) have to be on file before a child can begin preschool.

All children must have a current Kentucky Immunization Form on file.

Illness Policy:

The following is intended to help determine if a child should attend preschool or not. Please do not bring your child if they have shown any of the following symptom(s) in the PRECEDING 24 HOUR PERIOD.

Temperature over 100.5F (taken under the arm).

Loss of appetite (a child who normally eats regularly refuses to eat)

Diarrhea (2 watery/loose bowel movements in a 2 hour period or more than 2 within the day)

Lethargy (the child that continuously lays on the floor or asks for a cot or to go to bed).

Vomiting (soured foods, other than mucous coughed up)

Definitions for children returned to preschool:

A child sent home from St. Patrick preschool will not be allowed to return until they are symptom free for at least 24 hours and **MUST BE FEELING WELL ENOUGH TO PARTICIPATE IN ROUTINE ACTIVITIES.**

Fever, Diarrhea, Vomiting: Children must be free of these symptoms for 24 hours without medication.

Pinkeye: 24 hour on medication, no discharge

Head Lice: after treatment with a note from the doctor stating no evidence of nits

Impetigo, Chicken Pox, Measles, Hand, Foot, Mouth: will be allowed to return after sores are scabbing over; a doctor's statement may be required

Ringworm: must be on medication 24 hrs; area(s) must be covered by band aid until gone

MEDICATION

If a medication has to be given at school for prescription or over-the-counter we must have the following:

- Medicine has to be in the original container with directions on label (if over-the-counter, dosage has to be age/ weight appropriate for the child. If Label does NOT state age/weight appropriate dosage for child IT CAN NOT BE GIVEN to the CHILD)
- Not expired
- The parent has to complete a daily medicine sheet which will include time of dosage, date, amount, name of medication and name of the child.
- Medication will be stored in a locked container out of reach of the children.

SUNSCREEN:

Sunscreen should be applied at home in the morning before arriving at school. Children attending after school care program can have sunscreen reapplied once after school care begins. The sunscreen permission form and sunscreen must be filled out and provided by families at the beginning of the year.

ALLERGIES

When enrolling your child, please identify any allergies on the form provided by the preschool. We will take the necessary precautions. A listing of the allergy along with their picture will be posted in our classroom to alert Preschool staff.

CHILD ABUSE AND NEGLECT

The Preschool staff is required by law to report any suspected child abuse or neglect to the proper authorities. A Preschool staff member will not release a child to a parent or designated adult if we suspect alcohol on their breath. Your child's safety is our main concern and we will notify child protective services and local authorities.

LUNCH

Taher prepares a well-balanced lunch daily in the school cafeteria. Please view the following for the cost of purchasing a lunch or a milk (if bringing lunch). The menu and the directions for "My School Bucks" are found on the St. Patrick website: www.stpatLou.org.

Once you receive your child's student Id #(which will be right before school begins) you will begin the process of downloading the app and setting up their lunch account.

Steps to follow once on St. Patrick 's website:

1. school website
2. parents tab
3. cafeteria / lunch tab
4. elementary lunch
5. (top tabs) payments
6. Click on My Bucks in blue to start the process of setting up your account.

Menus are posted on the St. Patrick Catholic School website under elementary lunch and one in the classroom. Until your child's teacher gets to know your preschooler they may send home a copy of the menu each month. You may decide if you want your child to bring lunch or to buy lunch. Teachers will ask your preschooler every morning if they brought their lunch. If not, the teacher will give them the entree options for them to choose and then place their order for lunch.

If your child chooses to bring their lunch it has to contain the following: **unflavored** milk (purchased at school), a protein, an enriched grain, two servings of vegetables OR one serving of fruit and one serving of a vegetable **Squeezable pouches are not permitted**). It is preferred that they be raw or canned, this helps children develop their taste and texture of foods. Please do not send sugary treats. If your child's lunch does not meet these requirements, we will be supplementing from the cafeteria and your account will be charged.

Returning families will use the same lunch account number from last year.

SNACKS

Fulltime Preschool students will have an afternoon snack from two of the following state mandated guidelines, a protein, an enriched grain(bread), fruit or vegetable.

Parents pay a yearly fee of \$100 through a push pay link that will be sent to you prior to school starting. Snacks will be purchased weekly for the preschoolers by the Director or Assistant Director.

WATER BOTTLES

Preschoolers need to bring a stainless-steel water bottle, that they can open and close, to school each morning. These will be kept in their cubby, so that when they are thirsty they may go to their cubby to get a drink. The water bottle must be one that closes easily and completely. No plastic ones please, they break too easily. The water bottle has to be clearly marked with your child's first and last name. Each afternoon, they will be sent home in their backpack for cleaning and refilling for the next day.

BIRTHDAYS

Parents may send in birthday treats for their Preschooler. Please reach out to your child's teacher before sending in treats. Treats must be store-bought, pre-cut individually wrapped, with ingredients listed and should be delivered before school. All snacks must adhere to the allergy restrictions per class. **We ask that the snack be uniform for everyone and that large cupcakes are not sent in (they only lick the icing off of these).** In an effort to prevent hurt feelings, party invitations sent by your child's teacher must include all children from the class. Parents may come eat lunch with their child on the date of their birthday, or the date that the teacher has approved, **OR** join their child's class during afternoon snack time by participating in the classroom celebration and reading their child's favorite book. (If your child becomes upset when you are leaving, you may be asked to take your child with you.)

If your child has a summer birthday, a date will be set up to celebrate your child at school.

CELEBRATIONS

We will have the following Holiday Celebrations

- Halloween
- Thanksgiving feast
- Christmas
- Valentine's Day
- St. Patrick's Day
- Easter

We ask that parents sign up during the back to school event before school begins. The parents are responsible for sending in a simple snack, drink, paper products, and maybe a fun holiday activity or book coordinated with your child's teacher.

REST TIME

St. Patrick is required by law to have a rest period for our Preschool students. Each child will have their own labeled mat that they will use daily. Each family is required to send a crib sheet and a **small light weight blanket (that can fit into a shoe box sized container and lid closes)** each Monday to be used during rest time. We ask that no stuffed animals, pillows or bulky blankets be sent in. The storage for sleep items is limited, plus we do not want to cause any distractions. Sheets and blankets will be sent home every Friday for laundering and need to be brought back every Monday. Staff will be with the Preschoolers during rest time.

DRESS CODE

The dress code consists of a white or hunter green polo with navy pants or shorts. The girls may wear the plaid jumpers, but navy shorts are required to be worn under the jumpers. The plaid jumpers may be purchased at Shaheens located at 994 Breckenridge Lane. We ask that the preschooler be able to manage their own clothing when going to the restroom, not wearing belts or have buttons. We do ask that **they wear tennis shoes (LIGHT UP SHOES ARE NOT ALLOWED)** and **white socks every day**. Plus, they will need to keep a change of clothes (including underwear and socks), in a labeled zip-lock bag, in their Cubby. This is in case we have paint spills, muddy pants or accidents. Please label all clothing, with a marker (not stickers), to ensure its return if lost.

Every Friday preschoolers are allowed to wear their St. Patrick Preschool t-shirts or sweatshirts along with navy shorts, sweats or pants. They do not have to wear their white or green polo. We will also be having special days throughout the school year where your child will be permitted to wear special clothes, i.e. pajamas, special colors, mismatched socks, hats.

DRESS UP DAY

The **first Wednesday of every month** students may adhere to the following Dress up Dress Code Policy. Attire should be modest, appropriate, and practical to wear to church.

Please dress your child for the weather as we are exposed to the elements at morning drop off and afternoon pick up. If the weather is cold, please make sure your child has a coat with them, and possibly a hat and gloves. We understand that children can't wear coats in their car seats, but we do try to get outside every day when weather permits. If the weather is rainy, please provide your child with a rain jacket, umbrellas aren't permitted.

ACCESSORIES

Preschoolers are not allowed to wear fidgets, watches, bracelets, necklaces, rings, tattoos at any time. Some of these items are for their safety while others just cause major distractions within the classroom.

BACKPACKS

No add-ons, such as key chains may be placed on the outside of a backpack such as toys, key chains or hand sanitizers. Please keep in mind the size and weight of your child's backpack. They must navigate the stairwell safely to get their classrooms. There should not be any extra items in their backpacks, only folders, lunchboxes, water bottles, and maybe a jacket/sweatshirt.

TOILET TRAINING

Preschool students must be toilet trained in order to attend. We understand that an occasional accident could occur. We are not staffed, nor do we have the proper facilities to meet the needs of a child who has not been completely potty trained. Yes, there may be an occasional accident, but if your child has continual accidents on a daily basis we reserve the right to place them on a sabbatical or dismiss them from the program. The Preschool staff will do their best to discreetly assist your child with cleaning up and changing clothes.

HANDWASHING

Washing of the hands with soap and running water is a must to prevent the spread of disease. We will all be washing our hands before and after snacks or meals, after going to the restroom, coming from recess, blowing our noses and coughing. Also, at the beginning of our day before school even starts we will wash our hands.

CUBBIES

Each Preschool student will have their own Cubby in which to keep their extra change of clothes, backpacks, coats, hats, gloves, water bottle, crib sheet and thin small blanket.

DISCIPLINE

Disciplinary methods shall be designed and implemented through positive guidance to help the individual child develop self-control and assume responsibilities for his or her acts. We set limits which consist of simple guidelines. No child will ever be subjected to any type of physical or harsh discipline which would be degrading, threatening or frightening. Discipline will never be associated with rest, toileting or withholding of food.

CONFERENCES

Conferences will be held in October and February: parent attendance is required. Preschoolers are not to attend. Information on signing up will be provided closer to conference time.

TUITION POLICY

This policy is effective for the 2026/2027 academic school year.

TUITION CATEGORIES

- **Active Registered Parishioners of St. Patrick Catholic Church:**

An Active Registered Parishioner is a Catholic family, whereby at least one spouse is a baptized Catholic, who is registered as a member of St. Patrick Catholic Church, who is up to date on receiving his or her sacraments, who has a current (must be renewed annually each Spring) Stewardship Time, Talent, and Treasure form on file, and has faithfully fulfilled their financial, time, and talent Stewardship commitments. This member will pay the Discounted Active Parishioner Tuition Rate based on the number of their children enrolled in K thru 8th grades.

- **Non-Catholic, and Catholic Non-Members of St. Patrick Catholic Church:**

Non-members are not registered as members of St. Patrick Catholic Church or do not have a current (must be renewed annually each Spring) Stewardship Time, Talent, and Treasure form on file. They will pay the Regular Non-Parishioner Tuition Rate.

*In order to be eligible for the Active Parishioner rates, parish registration must be active no later than the previous July 1st of the fall semester of enrollment. If you have recently moved from another parish, either locally or from out of town, and wish to have your tuition category status reviewed, you may provide a letter from your previous pastor indicating that you were actively involved in the giving of Time, Talent, and Treasure, at the time of enrollment.

NON-REFUNDABLE RE-ENROLLMENT, APPLICATION, & COMMITMENT FEES:

- New Students: A non-refundable Application fee (\$200/\$250) is paid at time of submitting the application.
- Returning Students: A \$150 per child, non-refundable Re-enrollment fee is paid during the Re-Enrollment period in February.
- Preschool Students: A \$300 per child, non-refundable Program/Commitment Fee is paid within 2 weeks of receiving an acceptance letter to confirm your intention to enroll at St. Patrick Catholic School.

WITHDRAWAL & DELINQUENT TUITION POLICIES

WITHDRAWAL

If a child is dismissed from the school, or a family formally contacts the school office desiring to withdraw their child(ren) from St. Patrick Catholic School, responsible parties are accountable for tuition and fees according to the following obligation:

- Withdrawals after June 15: 1 months tuition
- Withdrawals after July 15: 2 months tuition
- Withdrawals after August 15: 3 months tuition
- Withdrawals after October 15: 6 months tuition
- Withdrawals after December 15: Full tuition

St. Patrick Catholic School encourages all responsible parties to maintain open dialogue with the Business Manager to ensure a complete understanding of each family's financial circumstances. Our goal is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

The success of St. Patrick Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority;
- Be involved in their children's education;
- Make their tuition and fee payments on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Business Manager as soon as possible. Some examples of such circumstances may be a family emergency, an illness, or loss of employment. Failure to comply may impact your child's enrollment in the school and/or your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement in the FACTS program, the following steps will take place:

Returned Payment:

- When a payment is returned in FACTS, it will be re-attempted twice. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy (below) will apply.
- **PLEASE NOTE:** A valid payment account must be set up within FACTS at all times. If a family is notified that their payment source is invalid, a new payment source must be set up by the family within 5 business days.

30 days past due:

- When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the Business Manager. It is the responsibility of the family to

contact the Business Manager within 15 days of receipt of this notification to correct the situation or make an acceptable alternate plan for payment.

60 days past due:

- When an account becomes 60 days past due under the established agreement, and the alternate payment plan is not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:
 - A face to face meeting will be held with responsible parties and the Business Manager.
 - Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
 - Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.

90 days past due:

- When an account becomes 90 days past due under the established agreement, and previously arranged payment plans are not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:
 - The Finance Council will be informed of the past due account information.
 - The Finance office of the Archdiocese of Louisville will be informed of the account delinquency.
 - Student(s) will be withdrawn from St. Patrick Preschool, School, After School Care and Extra-Curricular Activities.
 - Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
 - Report cards and transcripts will be withheld until full payment is made.

TUITION AND FEES RECAP

- Tuition, 2025-2026 school year-
- One child: full time \$8,400-- part time \$6,125
- Two Children: full time \$16,800-- part time \$12,250
- Administrative Registration fees- \$200.00 (due with application submission online) increases to \$250 after open enrollment deadline of January 15th
- Re enrollment Fee \$150 for returning students (due in February)
- Program/event fees- \$300.00 (is paid online as a fee in order to complete your enrollment process) this fee can include but not be limited to being used in the following ways:
 - * Age appropriate instructional materials or manipulatives needed to develop small and large gross motor or critical thinking skills.
 - * In house field trips
 - *Supplies that were not listed on your school supply list
 - * school yearbook

- Lunch- cost of daily lunches and milk may be found on St. Patrick's website www.stpatlou.org undercafeteria/lunch, elementary menu
- Snack and milk fee- \$100.00 per preschool student, which will be paid through a push pay link be sent to you before school starts (the snack fee is used by the Director in order to buy fresh snack items for preschool students weekly)

ACKNOWLEDGEMENT OF ST PATRICK CATHOLIC PRESCHOOL HANDBOOKS 2026-2027

I acknowledge that I have received, read, and understand the St. Patrick Preschool handbook.

I have reviewed and accepted that I will support the St. Patrick Catholic School code of conduct and agree to abide by the rules and policies contained in the St. Patrick Catholic School handbook.

ACKNOWLEDGEMENT OF ST PATRICK CATHOLIC SCHOOL 2026-2027

Appendix F 2025-26 Review and Acceptance of St. Patrick Catholic School Code of Conduct. St. Patrick Catholic School publishes the Parent/Student handbook as a guide for students and their parents/guardians. It contains specific information about our parish-school, academic and spiritual formation, a list of student health and student services, and behavioral/attendance expectations of all students. The St. Patrick Catholic School Code of Conduct is part of the legal contract existing between St. Patrick Catholic School and its students. All students and their parents/guardians are expected to read and agree to abide by the rules contained therein. Failure to know St. Patrick Catholic Schools' rules and expectations are not an acceptable excuse for violations.

The signature below acknowledges both handbooks listed above.

Student Name, pls print _____

Parent/Guardian Signature_____

Date_____