

HOLY ANGELS ACADEMY

Catholic & Classical



Preschool Admissions Packet

2023 - 2024 School Year

12201 Old Henry Road, Louisville, KY 40223

haalou.org

info@holyangelslouisville.com | (502) 254-9440

HOLY ANGELS ACADEMY

Dear Preschool and Catechesis of the Good Shepherd Parents,

Please carefully read the enclosures which describe our program as well as procedures and policies. Also enclosed is the school calendar and a schedule of events for the entire school year. Although many of these events do not apply to the preschool or Catechesis of the Good Shepherd one day program, we invite you to attend as many as you wish.

Please be sure, if you have not done so already, to complete and submit all required forms prior to the first day of school. See next page for a list of required forms.

It is our sincere hope to provide a joyful experience for your children. We want to assist you with developing in them a spirit of wonder for the things of God's complex world while they learn to play and work with one another. Together we will lead them toward the end for which they were created - eternal happiness in Heaven.

We are blessed to have Mrs. Rose Doane as our teacher. She has completed the necessary phase of training toward full certification as a teacher of the "Good Shepherd" program. She also possesses a Master's degree which includes preschool instruction.

Thank you for entrusting your children to our care. It is a privilege to cooperate with you in raising them for the honor and glory of God.

Sincerely in the Infant of Prague,



Michael P. Swearingen
Headmaster

NOTE: The 2023-2024 application fee for new families:

- \$25.00 per family (non-refundable)
- Fee must accompany application(s)
- A separate Application for Enrollment must be completed for each child new to the Academy

HOLY ANGELS ACADEMY

Required Enrollment Documents

Please submit the following:

- Proof of immunization (or religious exemption form)
- Birth certificate
- Baptismal certificate
- Application and fee with attached questionnaire

Procedures & Policies

Please observe the procedures and policies established by Holy Angels Academy. Any future adjustments or additions are only intended to provide the very best program for our children.

Weekly Schedule

Monday, Tuesday, Wednesday, Thursday, and Friday
Catechesis-only program: Wednesday only

Daily Schedule

Preschool Half Day: 8 AM - 11:30 AM;
Preschool Full Day: 8 AM - 2:45 PM;
Catechesis: 8AM - 10 AM

Please arrive between 7:30 and 7:55 AM

Daily Drop-Off & Pick-Up

Drop-Off: Escort to St. John Vianney Room

Pick-Up: Main foyer or front stoop of the school

On the first day of school, we ask that you escort your son or daughter to the Saint John Vianney room and say hello to Mrs. Doane. Please arrive a few minutes early as we will begin promptly at 8:00 AM. We ask that you depart shortly after school wide morning prayers and the Pledge of Allegiance. Please continue each day to escort your children to their room unless they are accompanied by an older sibling. You are asked to park in one of the spaces provided in the front lot. Please do not park along the curb at the front entrance during morning drop off.

Upon departure at 10:00 AM for CGS only, 11:30 AM for half day preschool, or 2:45pm for full day preschool, we ask that you arrive promptly and wait in the main foyer until Mrs. Doane escorts the children to this area. The school does not provide day care supervision after dismissal.

Annual Calendar

Please see the school-wide calendar for days not in session.

Dress Code

- Shoes for boys and girls should have rubber soles and entirely cover the feet. Socks or other foot coverings are to be worn with shoes.

HOLY ANGELS ACADEMY

- Shorts of modest length extending near the knee may be worn. Long trousers/slacks are acceptable (no sweat pants). Jeans without holes are permitted.
- Skirts of a modest length may be worn by girls.
- Tops may either be short or long sleeve (not sleeveless) and may either be a collared shirt/blouse or a nice T-shirt with no characters or advertisements. Tops must cover the waist.
- Slippers are to be provided for Catechesis of the Good Shepherd.

Items to Bring

- Children are to bring a change of clothing in a bag in case he or she has an accident. Included should be underpants, bottoms and a top which are in compliance with the dress code.
- Preschool - Children in the half day program are to bring a non-sugary snack such as fruit, pretzels or cheese crackers. Children in the full day program are to bring a non-sugary snack such as fruit, pretzels or cheese crackers, as well as a lunch. Candy and gum are not allowed. Drinks may include bottled water or a juice box. Soda drinks are not allowed. The school does not provide refrigeration.

Attendance

Notify the school office as soon as possible regarding absences or tardies. Punctuality and regular attendance are important for the child to fully benefit from our program.

Parental Responsibilities Prior to a Child's Attendance

1. Children must be "potty trained."
2. Children must have been taught not to bite, kick, pinch, scratch, push, etc.
3. Children must have acquired hand washing ability.
4. Children must have developed basic eating habits that pertain to good manners.
5. Children in the 8 - 11:30 AM program are not permitted to bring "pacifiers", nor are they permitted to bring toys, blankets or stuffed animals. Children in the 8 AM - 2:45 PM program are permitted to bring a pillow, blanket, and a stuffed animal for nap/rest time.
6. Children should already be taught respect for adults and to be obedient under adult supervision.

Note: The Academy allows for an observation period to ensure that each child is of adequate maturity for our program. After such a period, if there is reason to believe that a child may be better served by waiting for this experience, there will be consultation with the parents and a decision made. The observation period needed to determine a child's readiness is normally four to six weeks, but discretion is within the authority of the Head Teacher and Headmaster.

HOLY ANGELS ACADEMY

Program Description

The goal of Holy Angels Academy’s preschool program is to provide a joy-filled environment for learning and play which will develop in your child, not only a sense of wonder, but a desire to become a virtuous person. To this end, our preschool schooling will consist basically of two parts:

- Time will be devoted to traditional preschool activities which will serve to stimulate the senses by way of storytelling, art, music and play. Various learning centers will be provided. Outdoor play will be included at various times. The lessons and activities in part will be based on the preschool level of the **Catholic Heritage Curricula**.
- The **Catechesis of the Good Shepherd** is based on the Montessori Method which fosters a certain freedom for children to pursue interests while developing self-control. The Atrium itself is designed with materials and activities which help the children develop a love for Christ and His Church. The children learn and appreciate their Catholic Faith by way of “hands-on” involvement. For example, a child may use a miniature size prayer table, bible, chalice, chasuble or baptism shell - to name only a few items.

As our teacher, Mrs. Rose Doane, says, *"Early childhood is a unique and important time in the life of the human soul... It reminds me of a seed that has just been planted which only needs exposure to, and interaction with, the necessary elements, to begin to grow into a healthy and flourishing plant."* Our hope is that our little boys and girls, who have been created in the image and likeness of God, begin to grow into healthy and flourishing human beings.

Tuition & Fees for 2023-2024

Preschool (3 or 4 Years Old)	Total Due	Monthly Plan	(No discounts; financial assistance considered for eligible families) Registration fee per student: \$100 Materials fee per student: \$100 Application fee per family (new families only): \$25
Each Child 2 Half Days (8:00-11:30)	\$2,053	\$205.30	
Each Child 2 Full Days (8:00-2:45)	\$2,489	\$248.90	
Each Child 3 Half Days (8:00-11:30)	\$2,489	\$248.90	
Each Child 3 Full Days (8:00-2:45)	\$3,350	\$335.00	
Each Child 5 Half Days (8:00-11:30)	\$3,465	\$346.50	
Each Child 5 Full Days (8:00-2:45)	\$5,302	\$530.20	

Catechesis of the Good Shepherd	Fee Per Family	Application fee per student (new families only): \$25 Materials fee per student: \$50
Wednesday 8 - 10 AM	\$200	

Payment Plan (Preschool - 12)

- Discounts are not available for the preschool program though financial assistance is considered for eligible families.
- Application fee due with application for all programs (New Families Only)
- Advance payments may be made at any time
- **Monthly payment plan: August 1st - May 1st, payment due by 1st of the month**
- Family tuition cap: \$18,900 (no additional discounts)

HOLY ANGELS ACADEMY

Tuition Policies

1. All fees due upon enrollment.
2. Separate payments from K-12 payments are to be made for bookkeeping (if applicable).
3. A **\$20.00 late fee** may be charged for payments ten or more days delinquent.
4. **Method of Payment:** Payment by check is the norm, but there is a **\$30.00 charge for returned checks**. After one returned check the Academy may require payment in cash, cashier's check or money order.
5. Timely payments are **extremely** important for operating needs. **Thus, the Academy reserves the right to refuse continued enrollment to any family that falls two or more months behind in tuition payments.** Should a family need a special arrangement, the Academy must be contacted to request such.
6. **Delinquent Tuition:** If collection efforts are undertaken the delinquent party will be responsible for reasonable attorney fees and collection costs.

Financial Assistance

Financial assistance from the Academy is provided for those in true need who fully support the Academy. Families with students in preschool and other grades must first seek financial assistance by applying through the Catholic Education Foundation. Applications for such must be submitted by the designated deadline and must be submitted each year that assistance is requested. After utilizing this resource and other possible options such as parish support, extended family support, etc., if a family is still in need, a request may be submitted to Holy Angels Academy for review. Approval for assistance is determined by the Board of Trustees. When assistance is provided by the Academy, a work-study program is made available. It is important for parents to know that Holy Angels Academy does not possess a special fund for tuition assistance. However, faith in God's providence always results in the ability to help those in true need.

Refund Policies

- Application and registration fees are non-refundable
- Book fees are refundable until May 1st unless designated otherwise
- If tuition is paid in advance and a student withdraws early, any refund amount will be prorated.

HOLY ANGELS ACADEMY

Daily Schedule of Activities: 8 AM to 11:30 AM

7:45 - 8:00	Morning Arrival & Welcome
8:00 - 8:15	Prayers & Pledge of Allegiance
8:15 - 8:45	Literature & Art Appreciation <ul style="list-style-type: none">• Stories will be read aloud to the children which highlight truth, beauty and goodness.• Aspects of the stories will be discussed to develop reading readiness and a love of literature.• Artwork which represents the true, the good, and the beautiful will be shown to the children in order to develop their enjoyment and appreciation of fine art.
8:45 - 9:00	Music & Movement <ul style="list-style-type: none">• Songs, fingerplay, rhymes, and poetry.
9:00 - 9:45	Free Play/Centers <ul style="list-style-type: none">• Children will have the opportunity to play with one another and individually at various centers which include, but are not limited to: Blocks, Dramatic Play, Art, Play Dough.
9:45 - 10:15	Bathroom Break, Wash Hands, and Snack Time
10:15 - 10:45	Alphabet Lesson, Number Lesson, and Arts & Crafts
10:45 - 11:15	Gross Motor Play/Outside Time on the Playground
11:15 - 11:30	Prayer & Dismissal of 8 - 11:30 AM Group <i>When the K-12 school dismisses at 12 PM, this group will still dismiss at 11:30 AM.</i>
11:30 - 12:15	Varied Learning Activity Time Includes games, art projects, science experiments, visiting the chapel, etc. <i>May be outdoors, weather permitting.</i>
12:15 - 1:00	Lunch & Recess <i>Recess may be outdoors, weather permitting.</i>
1:00 - 1:15	Story Time & Discussion/Sharing
1:15 - 2:15	Nap & Individual Quiet Time
2:15 - 2:45	Free Play, Prayer, and Dismissal <i>Pick up in main foyer of school.</i>

HOLY ANGELS ACADEMY

2023-2024 Academic Calendar

Month (School Days)		Regular School Hours: 8 AM - 2:45 PM
August (11 days)	17th	First Day Of School K-12 – Early Dismissal 8 AM - 12 PM No Lunch – Snack Only
	18th	Regular Hours – Dismissal At 2:45 PM Preschool Begins (Part-time 8 - 11:30 AM) (Full-time 8 AM – 2:45 PM)
	23rd	Catechesis of the Good Shepherd Program Begins
September (20 days)	4th	Labor Day - No School
October (20 days)	5th - 6th	Parent/Teacher Conferences - Dismissal at 12 PM both days
	9th	Columbus Day - No School
	13th	End of First Quarter
	22nd	Fall Semester Open House 1-4
	23rd	No School
November (18 days)	1st	All Saints Day - No School
	22nd	Dismissal at 12 PM (or a “No School” day if raffle goal is met)
	23rd - 24th	Thanksgiving Holidays - No School
December (12 days)	7th	Christmas Play (7:00 PM) - Dismissal at 12 PM
	8th	Immaculate Conception - No School
	19th	Last school day - Dismissal at 12 PM ; End of Second Quarter
	20th - 29th	Christmas Vacation - No School
January (20 days)	1st - 2nd	Christmas Vacation - No School
	3rd	School Resumes
	15th	Martin Luther King Holiday - No School
February (20 days)	18th	***Spring Semester Open House 1-4***
	19th	Washington’s Birthday - No School
March (18 days)	15th	End of Third Quarter
	18th	Teacher In-Service Day - No School
	28th - 29th	Holy Thursday & Good Friday - No School
April (17 days)	1st - 5th	Easter Break - No School
	8th	School Resumes
May (18 days)	17th	Field Day - Dismissal at 1 PM
	24th	Last Scheduled Day of School ^{††} Dismissal at 12 PM

^{††}The calendar allows for 174 days and 1,077 hours of instruction. Dismissal for the school year may be adjusted based on the number of winter delays or closings that occur. This decision is normally made once winter delays or closings are anticipated to be over for the school year. Should there be an exceptional number of delays or closings the school year could be extended. For closing or delay information please tune in to local news media outlets. You may register online for Snow Fox Text Alerts through WDRB 41. **Delays or closings for Holy Angels are announced independently of the Jefferson County and Archdiocese of Louisville systems.**

- Updated February 17, 2023. Calendar is subject to change. -