



St. Theodore Holy Family Catholic School

785 Sam Houston Jones Parkway • Phone (337) 855-9465 • Fax (337) 855-2809 • Lake Charles, Louisiana 70611
Mrs. Charlotte Kohlenberg, Principal Reverend Aubrey Guilbeau, Pastor

St. Theodore Holy Family Catholic School is owned and operated by St. Theodore Catholic Community Parish. St. Theodore Holy Family Catholic School is approved by the Louisiana State Board of Elementary and Secondary Education and operates in accordance with the policies and guidelines set forth by the Office of Catholic Schools of the Diocese of Lake Charles.

Service - Discipline

- ❖ Thanksgiving & Christmas Food Drives
- ❖ Adopting Families for Christmas
- ❖ Operation Christmas Child

Academics - Knowledge

- ❖ Qualified & Certified Teachers
- ❖ Promethean Boards in Classrooms, Media Center and Computer Lab
- ❖ S.P.A.R.K. Program, 1st – 5th
- ❖ Individualized Instruction with Resource
- ❖ Title I Mobile Classroom (Calcasieu)
- ❖ Speech Offered by CPSB
- ❖ Calcasieu Parish Assessment Team
- ❖ Enhanced Library / Media with Laptops, Pre-K – 8th Instruction
- ❖ P.E., Music, Computer Enrichment, Pre K-8th grades
- ❖ Band 6th – 8th
- ❖ Accelerated Reader
- ❖ Accelerated Math
- ❖ Social Studies and Science Fairs
- ❖ Extended Day Care Program

- ❖ Star Student Incentive Program
- ❖ DARE Program, 5th & 7th

Sports

- ❖ Basketball
- ❖ Track
- ❖ Cheerleading
- ❖ Volleyball

Organizations

- ❖ National Jr. Beta Club
- ❖ Student Council

Events

- ❖ Veterans Appreciation Day
- ❖ Advent Program
- ❖ National Catholic Schools Week
- ❖ “Star Search” Talent Show
- ❖ Grandparent Appreciation Day
- ❖ St. Joseph’s Altar
- ❖ Field Day
- ❖ Louisiana Days
- ❖ May Crowning
- ❖ Eighth Grade Sending Forth
- ❖ Stepping Up Program for Pre-K and Kindergarten

Spiritual Life - Faith

Character Value Codes
Daily Religion Classes
Weekly Liturgy
Service to Others
Mass Lectors
Altar Servers

STHFCS does not discriminate on the basis of race, sex, or national origin in the acceptance of students for admission, or in the administration of educational policies and the awarding of scholarships and loan programs, or in participation in extracurricular and athletic programs.



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Registration Fee 2020-2021

Registration Fee of \$200.00 per child must accompany application form; it is nonrefundable. This fee covers enrollment and placement.

Curriculum Fee of \$125.00 per child must accompany application form. This fee includes textbooks and workbooks. It is non-refundable after August 3, 2020.

Technology Fee of \$75.00 per child must accompany application form. This fee covers software, printing, and materials. It is non-refundable after August 3, 2020.

Building Fee of \$100.00 per family must accompany application form. This fee is non-refundable after August 3, 2020.

Spirit Package of \$50.00 per family: This fee includes a student spirit shirt, yearbook and i.d. badge and is due at time of registration.

FOR 8th Grade PARENTS ONLY

8th Grade Promotion Fee of \$50.00 per 8th grade student: to be paid with registration fee.

*****We would appreciate registration fees paid by May 1, 2020.*****



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Lunch and Extended Care Policies 2020-2021

Lunches

Lunches are prepared by the employees of St. Margaret Catholic School and delivered each day. Students may bring their lunches on days when the menu is not preferred. Lunch statements are sent home at the beginning of each month. Lunch payments are paid through FACTS.

Extended Care

The extended care **registration fee of \$20.00** will need to be paid **prior** to each student(s) beginning extended care.

Weekly cost:

- **\$45.00 for the 1st child**
- **\$35.00 the 2nd child.**

Drop- In students are \$ **10.00** each occasion.

Registration Fees/Weekly Charges are payable via FACTS only:

Payments will not be accepted at the school office.

Activities during after-school

- Homework
- Crafts and games
- Outdoor play time



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PTC Commitment Policy 2020-2021

St. Theodore Holy Family Catholic School Parents and Teachers in Christ acts in association with the Pastor, Principal and School Advisor to provide opportunities for growth and development of this educational institution. Each family having a child registered at St. Theodore Holy Family Catholic School is considered a member of St. Theodore Holy Family Catholic School's PTC. All funds raised by the PTC over and above its own operating budget are turned over to the general funds of St. Theodore Holy Family Catholic School on a timely basis throughout the year.

As members, each family will be required to contribute **\$350.00** to the PTC organization each school year as follows:

- **\$100.00** payable no later than August 1, 2020, for which the family will receive two (2) tickets to the Annual Dinner/Auction fundraiser event to be during the fall of 2020-2021 school year.
- **\$250.00** payable with full tuition payment or in monthly installments with monthly tuition payments.

As an incentive for the workload required, the following PTC Board positions will have a **\$250.00** credit toward their last month tuition: *President, Vice-President, Secretary, and Treasurer.*

These positions are elected at the April PTC meeting of the previous school year and are voluntary in nature.

School Name: St. Theodore Holy Family Catholic School Student Entering Grade _____ Date Entered _____
DIOCESE OF LAKE CHARLES + CATHOLIC SCHOOLS STUDENT APPLICATION

NAME: _____ **FACEY NAME:** _____ **FIRST NAME:** _____ **MIDDLE NAME:** _____ **SOCIAL SECURITY #:** _____ **SEX:** _____

RACE: Hispanic American Indian Asian Black/African American Native Hawaiian/Pacific Islander White Two or more races

DATE OF BIRTH (DOB): ____/____/____ **PLACE OF BIRTH:** _____ **CITY:** _____ **STATE:** _____ **COUNTRY:** _____ **BIRTH CERTIFICATE NUMBER:** _____
(IF NOT INDICATED, VERIFY CERTIFICATE)

MAILING ADDRESS: _____ **STREET:** _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____ **PHONE:** (____) _____

HOME LANGUAGE: _____ **RELIGION OF STUDENT:** _____ **CHURCH PARISH:** _____

CATHOLIC SACRAMENTS	DATE	CHURCH	CITY and STATE	NAMES OF SIBLINGS	AGE	SCHOOL ATTENDING	GRADE
Baptism							
First Reconciliation							
First Eucharist							
Confirmation							

ADMISSION INFORMATION: Name of Admitting School: _____ **Date of Admission:** ____/____/____

(ALL INFORMATION WILL BE VERIFIED)

Last school attended: Name: _____ **Grade:** _____ **Last Date of Attendance:** ____/____/____ **Reason:** _____

Other schools attended: Name: _____ **Grade(s):** _____ **Last Date of Attendance:** ____/____/____ **Reason:** _____

This student has a current IEP: Yes No

In which PUBLIC SCHOOL DISTRICT does the STUDENT presently live? _____

HEALTH INFORMATION: Does the STUDENT have any health problems? _____ **IF YES, describe:** _____

Prescribed Medications: _____

PARENTAL INFORMATION: Marital Status: Single Married Separated Divorced Widowed **Social Security #:** Father _____ Mother _____

FATHER'S Name: _____ **LAST NAME:** _____ **FIRST NAME:** _____ **MIDDLE NAME:** _____ **Religion:** _____ **Deceased?** Yes No

As it appears on the birth certificate

Occupation: _____ **Place of Employment:** _____ **Phone (____) _____**

Education: High School Some College/Technical College Degree Advanced Degree **Deceased?** Yes No

MOTHER'S Name: _____ **LAST NAME:** _____ **FIRST NAME:** _____ **MIDDLE NAME:** _____ **Maiden Name:** _____ **Religion:** _____ **Deceased?** Yes No

As it appears on the birth certificate

Occupation: _____ **Place of Employment:** _____ **Phone (____) _____**

Education: High School Some College/Technical College Degree Advanced Degree **Deceased?** Yes No

Child lives with: NAME _____ **LAST NAME:** _____ **FIRST NAME:** _____ **MIDDLE NAME:** _____ **ADDRESS:** _____ **STREET:** _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

Relationship to Child: _____ **Religion:** _____ **Occupation:** _____ **Place of Employment:** _____ **Phone:** _____

Comments: _____

I attest that all of the above information is accurate and true. Upon acceptance of my child I agree to follow the regulations and policies of the school. **SUBSIDY APPROVAL:** Yes No

PARENT(S) SIGNATURE: _____ **PASTOR'S SIGNATURE:** _____



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Enrollment Contract 2020-2021

I hereby enroll _____ at St. Theodore Holy Family Catholic School of the Diocese of Lake Charles.

Having evaluated all the facts, I believe that this school's program will provide the type of education I want my child to have.

By this enrollment, I am indicating that religious instruction should be an integral part of a person's education. I approve of my child's participation in the type of program that this Catholic school offers. I am also indicating that I accept the school's regulations and will abide by them.

I want my child to participate in all aspects of the school program. I accept the school's pledge to respect each child's religious convictions and to treat him/her in the same manner that it treats all students attending the school.

I understand that the annual tuition I will be charged will be listed in the schedule below. A subsidized rate is granted only when registration forms are signed by pastors who agree to send full subsidy to St. Theodore Holy Family Catholic School

_____ Date

_____ Signature of Parent/Guardian

_____ Phone

_____ Address City, State, Zip

Subsidized Tuition	Annual Tuition PTC commitment included	10 Monthly Payments (Paid August – May) PTC commitment included	11 Monthly Payments (Paid July – May) PTC commitment included
1 Child	\$4,583.00	\$458.30	\$416.64
2 Children	\$7,922.00	\$792.20	\$720.18
3 Children	\$11,344.00	\$1,134.40	\$1,031.27
4 Children	\$11,334.00	\$1,134.40	\$1,031.27
Non-Subsidized Tuition	Annual Tuition PTC commitment included	10 Monthly Payments (Paid August – May) PTC commitment included	11 Monthly Payments (Paid July – May) PTC commitment included
1 Child	\$5,238.00	\$523.80	\$476.18
2 Children	\$9,349.00	\$934.90	\$849.91
3 Children	\$13,406.00	\$1,340.60	\$1,218.73
4 Children	\$13,406.00	\$1,340.60	\$1,218.73

*****A \$20.00 LATE FEE will be assessed if payments are not received by the due date.*****



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Tuition Payment Preference Form FACTS Enrollment Fee Paid by Family 2020-2021

This form must be completed by all parents/guardians with students attending St. Theodore Holy Family Catholic School before enrollment can be completed.

Parent/Guardian Name _____

Address _____

City _____ State _____ Zip _____

Name of Student(s) _____

Please check off the Payment option you wish to use:

- A. _____ **Full tuition payment option** paid directly to the school office by August 12, 2020.
- B. _____ **Semi-Annual payment option** Under this option you would make two payments a year through the FACTS Tuition Payment Plan: September 21, 2020 and January 21, 2021.
- C. _____ **Quarterly payment option** Under this option you would make 4 payments per year through the FACTS Tuition Payment Plan: July 20, 2020, October 21, 2020, January 20, 2021 and April 20, 2021.
- D. _____ **Monthly payment options.**
1. _____ A monthly payment option of 11 payments (July-May) through the FACTS Tuition Payment Plan
 2. _____ A monthly payment option of 10 payments (August-May) through the FACTS Tuition Payment Plan
- STHFCS will move tuition payment back one month for the 2019-2020 school year to give families the opportunity to pay registration fees for the 2020-2021 school year. (No tuition payment due in March. Tuition payments will resume in April).
 - Deadline for this payment deferment will be February 20, 2020.

I agree to make tuition payments according to one of the options above. I have read St. Theodore Holy Family Catholic School's Tuition Payment Policy and agree to abide by this policy. I also understand that lunch and additional fees will be paid through FACTS.

Parent/Guardian Signature

Date



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Subsidy Letter 2020-2021

As registered members of St. Theodore Catholic Community, we understand and agree to the parish policy which we have personally reviewed with our pastor.

1. We will keep our registration with the parish up to date. (Applicable to the Catholic parent only)
2. We will faithfully witness to the practice of our Catholic faith with our children. (Applicable to the Catholic parent only)
3. We will faithfully attend Sunday Mass and support the parish using our weekly envelopes. (Applicable to the Catholic parent only)
4. We will responsibly assure the regular payment of all tuition and school fees according to the policies of St. Theodore Holy Family Catholic School.

Failure to comply with the above policies without reasonable cause may result in the cancellation of the Catholic school subsidy by the parish.

Date Parent/Guardian Signature Phone Number

Address

On behalf of the parish of St. Theodore Catholic Community, I have reviewed the Church policy with the above family. Subsidy will be provided for the students listed below for the 2020-2021 school term.

1. _____ Grade _____
2. _____ Grade _____
3. _____ Grade _____
4. _____ Grade _____
5. _____ Grade _____

Signature of the Pastor



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Publicity Release 2020-2021

St. Theodore Holy Family Catholic School is promoted through publicity in the local newspaper, television coverage, St. Theodore Holy Family website, etc. Before we can submit pictures of students, parents/guardians must give written permission to do so. Please complete the information below.

_____ I grant permission to STHFCS to use photographs and/or video of my child for publications, television coverage, news releases, online, and communications related to the mission of STHFCS.

_____ I do not give permission for my child to be photographed.

Please print each student's name:

_____	_____
Student's Name – Last, First & Middle	Grade
_____	_____
Student's Name – Last, First & Middle	Grade
_____	_____
Student's Name – Last, First & Middle	Grade
_____	_____
Student's Name – Last, First & Middle	Grade
_____	_____
Student's Name – Last, First & Middle	Grade

Signature of Parent/Guardian _____
Date



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UNIFORM CODE

All students attending (PreK-8th) are obligated to wear the approved uniform and follow all other dress code standards every day unless special permission is given by the Principal. Uniform checks are conducted regularly. The administration reserves the right to determine if a student meets the standards of the school regarding dress and grooming. Student conduct grades will be affected each day if dress code standards are not met. This includes hair length, hair color, make-up, fingernail polish and accessories. Parents are encouraged to label all clothing items.

GENERAL RULES: The uniform may not be faded or have holes or be stained. Tennis shoes must be white, black, navy blue or grey with matching white, black, or grey shoe laces. No accent color allowed on the sole or logo. When looking at the front of shoe, the predominant color should be white, black, navy blue or grey. PreK-8th students are required to wear only tennis shoes as specified. No “light-up” shoes allowed. No boots, high-tops, sandals, or open-toed shoes. Sperry top-sider style shoes are permitted in the colors of white, black, navy blue or grey. The Sperry top-sider style shoes may be lace up, or partial lace-up and only Pre-K-1st may wear shoes with velcro fasteners.

Dress Shoes/Mass Dress shoes in black, navy or white are preferred for Mass day but other approved shoes may be worn. **NO CONVERSE shoes may be worn on mass day.**

Sweatshirts/Cardigans Navy unisex St. Theodore Holy Family Catholic School sweatshirt or navy cardigan sweater are the only outerwear allowed to be worn indoors. Sweatshirts or cardigans may not be worn around the waist.

Jackets/Coats in cold weather, any jacket or coat is allowed to be worn outdoors only.

“T-Shirt Day” On designated “T-Shirt Days”, students are allowed to wear any approved logo t-shirt with uniform bottoms, or with long blue jeans (only on a designated “jean day”.) Approved t-shirts include the spirit shirt and those from St Theodore Holy Family Catholic School sports teams, spirit squads, school-sponsored activities, and school clubs. All other uniform restrictions apply.

Girl Scouts may wear their scout vest and uniform shirt with gray pants or gray walking shorts. Boys are allowed to wear Scout shirts and scarf with uniform bottoms. **NO BLUE JEANS OR HATS!**

GIRL SPECIFICS:

Blouses

Blouses must be tucked in at all times on Mass Day. Pre-K-3rd grade wear white oxford blouses. Fourth-eighth grade wear white long or short sleeve button down oxford blouses. Plain white undergarments (camisoles or undershirts) may be worn under uniform shirt and should not extend beyond the uniform shirt sleeve. White turtlenecks may be worn under blouse in cold weather. Purchases must be made at Southern Drifter.

Skirt or Walking Shorts

All skirts/shorts should be slightly above the knee, not to exceed 3” from the knee on all sides when measured from a kneeling position. Pre-K-8th wear plaid skirt or gray pants or walking shorts worn at the waist. Shorts are now incorporated in the skirt. Purchases must be made at Southern Drifter.



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Slacks

Gray, classic-style flat front slacks with black, blue, or brown belt with plain buckle (no adornment on belt).

All uniforms must be purchased at Southern Drifter.

Socks/Tights

White, navy or black socks without logos. Navy or white knee-high socks are permitted. White or Navy opaque tights (footed) or ankle length footless (with socks) may be worn under skirt/shorts in cold weather.

Hair

Hair must be neat, clean, combed, and must be the student's natural color without color enhancement, extensions, or hair designs that distracts from the learning environment. Bangs must not impair student's vision. Hair accessories should not distract from the learning environment.

Jewelry

Small chains (18" or shorter) with an appropriate religious medal (smaller than 1 1/2"). One pair of small post earrings only (one in each earlobe). No hoop or dangle earrings. One ring per hand. One watch. NO BRACELETS including pony tail bands. Make-up which includes nail polish is not allowed.

BOY SPECIFICS:

Shirts

Shirts must be tucked in at all times. Regulation navy short sleeve shirt with monogram logo. Plain white undershirts may be worn under uniform shirt and may not extend beyond the uniform shirt sleeve. White turtleneck (no logos or monogramming) may be worn under uniform shirt in cold weather. Mass shirt will be a button down oxford shirt with monogram logo. Purchases must be made at Southern Drifter.

Pants/Shorts

Gray classic style, (straight front without logos) slacks or shorts must be sized appropriately and worn at the waist. Pant length should reach the shoe top. Shorts must be at or slightly above the knee. NO CARPENTER OR CARGO PANTS. Pre-K -1st are allowed elastic waistbands. Purchases must be made at Southern Drifter.

Belts

Navy, black or brown with plain buckle must be worn at all times. (No adornment on belt)

Socks

White, navy or black socks without logos.

Hair

Hair must be neat, clean, combed, and must be the student's natural hair color without color enhancement, or hair design that distracts from the learning environment. Length must be above the top of the shirt collar. Bangs must be above the eyebrows.

Jewelry

Boys are never allowed to wear earrings. Small chain (18" or shorter) with an appropriate religious medal



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(Smaller than 1 ½"). One ring per hand. One watch. **NO BRACELETS.**

MASS DAYS

Girls must wear the white blouse with plaid skirt and boys must wear the white button down shirt with long gray uniform pants.

STHFCS uniforms are only available through Southern Drifter.

3101 Ernest Street, Suite 2, Lake Charles La.
(337) 602-6668

Grey Pants

*As you can tell these are not skinny pants. They are regular pants. Tights and leggings are not pants.



Grey Walking Shorts

Navy/Grey/Yellow Plaid Skirt

Only navy blue sweatshirt & navy cardigan (sweater) can be worn indoors.



On designated t-shirt days, students are allowed to wear only their spirit shirt or uniform top. Spirit shirts will be provided through the Spirit Package