

## **Mission Statement**

Our mission at Port Washington Catholic School is to provide a child-centered, faith filled learning community where Catholic values are lived and taught. Where children are known as individuals, nurtured, challenged and where our commitment to academic excellence promotes individual student success.

## **Port Catholic Beliefs**

**We** believe that children benefit most from education when parents, teachers and the child form a working partnership. All three partners share a common goal of academic, social and emotional competency.

**We** believe that education should be lifelong and a genuine source of joy for the student. This foundation is grounded in the basic educational cornerstones found in elementary school.

**We** believe that children bring diverse learning styles to school. It is the mission of the teacher to respect these capabilities and develop learning activities, which challenge the child. Equally, this diversity challenges Port Catholic to develop equitable methods of assessment.

# Port Catholic Overview



## PRINCIPAL

Mr. Lee Kaschinska

## CAMPUS DYNAMICS

Port Catholic has two campuses. The St. Mary's campus serves students in Pre-3 through 4<sup>th</sup> grade. The St. Peter's campus serves students in 5<sup>th</sup> through 8<sup>th</sup> grades. In addition to the regular classrooms, both campuses have a computer lab, a music room, a library, a cafeteria, and a gym. St. Peter's campus also includes a band room. All classrooms in grades 2 - 8 have state-of-the-art SMART Boards. Port Catholic's on-site child care program is located at the St. Mary's campus.

## FACULTY

Port Catholic employs 22 full- or part-time teachers who are certified by the State of Wisconsin.

## ACCREDITATION

Port Catholic is accredited by the Archdiocese of Milwaukee and the Wisconsin Religious & Independent Schools Association.

## PARISH AFFILIATIONS

Port Catholic's religious community includes St. Mary's, St. Peter's, Immaculate Conception, St. Mary's Lake Church, and St. Rose.

## CURRICULUM

Reading, Math, Language Arts, Science, Social Studies, Religion, Computers, Physical Education, Art, Music. Spanish & Band are also offered at the St. Peter's Campus.

## UNIFORMS

Uniforms are required at Port Catholic for grades K5 - 8. A detailed uniform code is outlined in the school handbook. A uniform exchange takes place at the start of each school year.

## LUNCH PROGRAM

Lunch time at St. Mary's is at 11:20am. Lunch time at St. Peter's is Noon. All meals are prepared in the school kitchen, including homemade bread and desserts. Children may choose to either bring a cold lunch or have hot lunch. Hot lunch tickets are \$2.50 per ticket or \$24 for a day 10 ticket. Milk is included in the hot lunch price. Children who bring a cold lunch may purchase milk for .50¢ or 10 days for \$5.00.

## ON-SITE CHILD CARE

Quality on-site child care is offered from 7:00am - 5:30pm for children in Pre-3 - 6th grade. The child care program is offered during the school year, on ALL regular, early dismissal, and in-service days. Child care is closed for all holiday breaks.

## PARENT INVOLVEMENT

All of Port Catholic's fundraising and extracurricular programs are volunteer run. Mandatory volunteer hours are required for each family. 15 fundraising hours and 10 non-fundraising hours are required. There is a buyout option for interested families.

## BUSSING

Bussing arrangements can be made through Johnson Bus Company at 262.284.5330.

265  
Students

96%  
Eligible Students  
on Honor Roll

94%  
Middle-School  
Students  
in Athletics

77%  
Students  
in Band

23%  
Students  
in Liturgical  
Choir

75%  
PC Grads  
on High School  
Honor Rolls

School Colors  
Red, White & Blue

School Mascot  
PC Phoenix



ST. MARY'S

CAMPUS

## GRADES PRE-3 - 4

### CONTACT INFORMATION

- 446 N. Johnson St., Port Washington
- Phone: 262.284.2441
- Fax: 262-284-4168
- Email: [ptcath2@execpc](mailto:ptcath2@execpc)
- [www.portcatholic.org](http://www.portcatholic.org)

### ST. MARY'S SECRETARY

Mrs. Maureen Crill

### SCHOOL HOURS

#### Pre-3

Monday & Wed.: 8:10am – 11:05am

Tues. & Thurs.: 8:10am – 11:05am

#### K4 & K5

AM Session: 8:10am - 11:05am

PM Session: 12:10pm – 3:05pm

#### Full Day K5 & Grades 1 – 4

8:10am – 3:10pm

### OTHER SCHOOL ACTIVITIES

- Church Choir
- Liturgical Choir
- Boy Scouts
- Girl Scouts
- Art Club



ST. PETER'S

CAMPUS

## GRADES 5 - 8

### CONTACT INFORMATION

- 1802 Wisconsin St., Port Washington
- Phone: 262-284-2682
- Fax 262.284-4168
- Email: [ptcath2@execpc](mailto:ptcath2@execpc)
- [www.portcatholic.org](http://www.portcatholic.org)

### ST. PETER'S SECRETARY

Mrs. Marie Zirbes

### SCHOOL HOURS

8:05am – 3:05pm

### OTHER REGULAR SCHOOL ACTIVITIES

- Weekly Food Pantry Staffing (8th grade)
- St. Ben's Food Kitchen (7th & 8th grades)
- Beginning Band (5th grade)
- Concert Band (6th - 8th grades)
- Jazz Band
- Guitar Class
- Boys & Girls Basketball
- Boys & Girls Volleyball
- Student Council
- Forensics
- Church Choir
- Liturgical Choir
- Boy Scouts
- Girl Scouts



## 2009/2010 Enrollment Form

An accurate enrollment forecast helps tremendously with our staffing, class size/number, and budgeting needs for each school year. Port Catholic's budgeting process for next school year begins in January. By completing and returning this form, you enable us to develop a more accurate budget, give us additional time to make adjustments, and allow us to communicate decisions to you in a timely manner. This year we are offering an early registration option. Any family that includes its \$100 registration fee with this form will be guaranteed placement. Kindergarten morning and afternoon requests will be honored on a paid, first-come-first-reserved basis. Please note, new registrations will be accepted at Port Catholic's Open House, so **if you absolutely need a certain kindergarten session, you need to return the Early Enrollment Form and fee as soon as possible to guarantee your request.**

**Please complete this registration form and return to either school office by April 17, 2009.**

### Parent Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # (H) \_\_\_\_\_ Phone # (W) \_\_\_\_\_ Cell # \_\_\_\_\_  
Spouse Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_  
Email \_\_\_\_\_ Parish \_\_\_\_\_ Envelope No. \_\_\_\_\_

*Please include birth certificate and baptism information for all new students. Any custodial agreements must be on file at school.*

### Early Childhood Student Information

STUDENT FULL NAME \_\_\_\_\_ Birthdate: \_\_\_\_\_

Pre-3    K4 AM Session    K4 PM Session    K5 - ½ Day    K5 - Full Day

*New student only:* Place of Baptism \_\_\_\_\_ Baptism Date \_\_\_\_\_

STUDENT FULL NAME \_\_\_\_\_ Birthdate: \_\_\_\_\_

Pre-3    K4 AM Session    K4 PM Session    K5 - ½ Day    K5 - Full Day

*New student only:* Place of Baptism \_\_\_\_\_ Date of Baptism \_\_\_\_\_

### CHILDCARE

I am interested in childcare for my child(ren) for the following day(s)/hours: \_\_\_\_\_

### Port Catholic Elementary & Middle-School Levels

1. STUDENT FULL NAME \_\_\_\_\_ 2009/2010 Grade: \_\_\_\_\_

2. STUDENT FULL NAME \_\_\_\_\_ 2009/2010 Grade: \_\_\_\_\_

3. STUDENT FULL NAME \_\_\_\_\_ 2009/2010 Grade: \_\_\_\_\_

4. STUDENT FULL NAME \_\_\_\_\_ 2009/2010 Grade: \_\_\_\_\_

### Special Needs/Medical Information

Has your child been recommended or tested for special education needs or services?  No  Yes If yes, please explain: \_\_\_\_\_

Please note any special medical or allergy information: \_\_\_\_\_

### Registration/Intent Status

- I have enclosed a \$100 non-refundable registration fee to be applied toward my tuition and am now registered.
- I have not included my \$100 registration fee, but am still interested in attending Port Catholic. **I understand that by not including my registration fee, my class request is not guaranteed and my child(ren) are not currently registered.**



# Student Information Form

## Student Profile

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Birthdate	Place of Birth	Social Security No.

### Grade of Enrollment

Pre-3  K4 AM  K4 PM  K5 Full Day  K5 ½ Day  1  2  3  4  5  6  7  8

*Kindergarten session requests are filled on a first-come-first-serve basis. A student is not considered registered until the \$100 registration fee is paid.*

Has your child been recommended or tested for special education needs or services?  Yes  No If yes, please explain: \_\_\_\_\_

Please note any special or allergy information: \_\_\_\_\_

***If you have not already done so, please provide a copy of student's birth certificate.***

## Student Sacramental Information

### Baptism

_____	_____	_____	_____
Date	Church	City	State
<input type="checkbox"/> Catholic <input type="checkbox"/> Other: _____			

### First Reconciliation (Penance)

_____	_____	_____	_____
Date	Church	City	State

### First Eucharist

_____	_____	_____	_____
Date	Church	City	State

## Parent/Guardian Profile

_____	_____	_____
Last Name	First Name	Middle Name

Please list any custodial arrangements we should be aware of: \_\_\_\_\_

***A custody agreement MUST be on file in the school office.***



# Student Family Profile

## Family Information

Student Last Name: \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

\_\_\_\_\_ Home Phone \_\_\_\_\_ Home Email Address

\_\_\_\_\_ Miles from School \_\_\_\_\_ Parish Affiliation \_\_\_\_\_ Envelope No.

## Father/Guardian

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name

\_\_\_\_\_ Company Employed By \_\_\_\_\_ Occupation

\_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Email Address (optional)

\_\_\_\_\_ Religion

## Mother/Guardian

\_\_\_\_\_ Maiden Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name

\_\_\_\_\_ Company Employed By \_\_\_\_\_ Occupation

\_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Email Address (optional)

\_\_\_\_\_ Religion

## Student Sibling Information

First Name Birthdate Grade School if Other than Port Catholic

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Alternate Family Information for:

Student  Father  Mother (if different than above)

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

\_\_\_\_\_ Home Phone \_\_\_\_\_ Home Email Address

If there is a divorce or legal separation, which parent has legal custody of the child?

Father  Mother  Joint Custody

*Please attach a copy of your child's custody agreement.*



## 2009/2010 Tuition Contract

The total cost to educate a child at Port Catholic for the 2009-2010 school year is \$4,400. Tuition is only one part of this cost. Educating a student is funded from three separate sources: tuition (48%), a parish subsidy (32%), and Home & School fundraisers (20%). These percentages are static, but tuition rates may slightly fluctuate each year based on enrollment and parish or non-parish membership. Port Catholic recognizes that choosing a parochial education requires a financial commitment and does its best to keep tuition costs manageable.

Students who are members of St. Mary's, St. Peter's, St. Mary/Lake Church or Immaculate Conception parishes qualify for the parish subsidy, thus reducing the family tuition rate. Rosemary School students qualify for grades beyond the parish school system. Port Catholic offers three different ways to pay student tuition. Families have the option of paying tuition in full or using FACTS, a national tuition management service that allows monthly, quarterly, or semiannual payments. Families may also pay tuition through Port Catholic's Tuition Assistance Program. To further reduce tuition families may participate in Port Catholic's SCRIP program, a national tuition reduction program that allows families to "bank" tuition money with every day purchases.

Parish members are required to provide proof of membership. If you are not currently registered and you wish to qualify for the parish subsidy, you will need to register with one of Port Catholic's affiliated parishes within 30 days from the date which you signed this contract. If this is not done, your family status will revert to non-parishioner status and be subject to non-parishioner tuition.

### 2009/2010 TUITION RATES

Grade Level	Parish Member Tuition	Non-Parish Member Tuition*
Pre-3	\$820	\$820
Pre-Kindergarten (K4)	Supply fee	Supply fee
Half Day Kindergarten (K5)		
First/Oldest Child	\$1,935	\$2,080
Second Child	\$1,935	\$2,080
Third Child	\$800	\$1,000
Full Day K5 - Grade 8		
First/Oldest Child	\$2,520	\$3,320
Second Child	\$2,275	\$3,075
Third Child	\$800	\$1,700
Fourth Child	No Charge	\$800

#### Non-Refundable Registration Fee

A non-refundable, \$100.00 registration fee must accompany this contract in order for your child(ren) to be considered registered. This fee is applied toward tuition. **If the \$100 registration fee is not paid, your child is not registered.** If your child(ren) is enrolled in K4 only, this fee does not apply.

#### Non-Parish Member Tuition\*

\*Non-parish member families with students in grades K5-8 will pay the parishioner tuition, plus \$800.00. This amount is the average difference between tuition and revenue received as a result of contributions to the parishes by its members. Half-day K5 tuition rates for non-parish member families is the parish member tuition plus \$150.00.

# 2009/2010 Tuition Payment Options & Application

## ENROLLMENT POLICY

It is the policy of Port Washington Catholic School that no student will be denied the opportunity to receive an education for financial reasons. Families unable to pay tuition are assisted in applying for financial aid through our school's Tuition Assistance Program. Port Washington Catholic School does not discriminate on the basis of race, nationality, ethnic origin, creed or the ability to meet tuition requirements.

## TUITION PAYMENT OPTIONS

### 1. Single Tuition Payment

All single tuition payments are due by **August 15, 2009**. This payment in full is made directly to the school.

### 2. FACTS Tuition Management Program

All or a portion of your tuition may be paid using FACTS, a national tuition management service for private and faith-based school education. The FACTS program has a flat fee of \$38.00 per family, per year, using automatic withdrawal, by invoice the fee is \$45.00 per family. There is an additional charge if paying by credit card. **There are no interest charges when using FACTS.**

### 3. Tuition Assistance Program

If you plan to apply for TUITION ASSISTANCE please follow the steps indicated in this packet. This process is completely confidential. **This process must be completed by Wednesday, April 29, 2010.**

## A. Parish Membership Information

- We are not members of one of Port Catholic's affiliated parishes and agree to pay non-parish member tuition.
- We are not currently members of one of Port Catholic's affiliated parishes. We will be registering within 30 days.
- Yes, we are member of one of Port Catholic's affiliated parishes. Our parish membership information is below.

Your parish or envelope number appears on your church contribution envelope above your name and address. Please enter this number below as proof of parish affiliation.

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*Family Name*

*Parish*

*Envelope No.*

## B. Student Enrollment Information

I/We are requesting that my/our child(ren) be enrolled at Port Catholic School. Please indicate each student name, grade, and tuition fee for the 2009/2010 school year.

Child 1 Name/Grade \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Child 2 Name/Grade \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Child 3 Name/Grade \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Child 4 Name/Grade \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Child 5 Name/Grade \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## 2009/2010 FACTS Payment Options/Tuition Agreement

If you are paying your tuition through the FACTS program, please complete Section A, otherwise, go directly to the Tuition Summary/Agreement: Section B.

**A. FACTS Tuition Payment Options**

- We will pay our **entire tuition invoice** using FACTS tuition management service using the following option/payment schedule:
- We will pay a **portion of our tuition invoice** using FACTS tuition management service and understand that the amount may not be less than \$500.00. We will be paying \$ \_\_\_\_\_ of our tuition invoice using the following payment option/schedule:

**Payment Option/Schedule:**

- Payment through FACTS by Automatic Bank Payment.
  - Monthly    Quarterly    Semiannual
  - If you selected the monthly option, please indicate:  11 or  10 payments
- Payment through FACTS by Invoice.
  - Monthly    Quarterly    Semiannual
  - If you selected the monthly option, please indicate:  11 or  10 payments
- Payment through FACTS by MasterCard, Discover or American Express card. *There is a "convenience fee" of \$2.50 per \$100.00 charged.*

**B. Tuition Summary/Agreement**

1. Total family tuition due (total from page 1)	\$ _____
2. Less Non-Refundable Registration Fee	\$ - 100.00 _____
3. Subtract line 2 from line 1	\$ _____
4. Loan amount requested through FACTS program, if applicable <i>(This amount should not be larger than line 3.)</i>	\$ _____
5. Subtract line 4 from the line 3.	\$ _____ <b>(due 8/15/09)</b>

I/We understand that I/we must be registered members of St. Mary's, St. Peter of Alcantara, St. Mary/Lake Church, Holy Rosary or Immaculate Conception Parish within 30 days of signing this contract or tuition will revert to non-parishioner status.

**Please sign and date.**

Parent or Legal Guardian: \_\_\_\_\_

Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

**Tuition payment contract due by August 15, 2009.**

*Please see other side for the Port Washington Catholic School Registration Fee and Tuition Refund Policy #3240*

**Port Catholic School Registration Fee & Tuition Refund Policy #3240**

It is the interest of the Board of Directors that registration fees are non-refundable. Tuition paid shall be refundable in the following cases:

1. If Port Washington Catholic School determines prior to the start of the school year that it cannot accommodate an enrolled student, all tuition payments made will be fully refunded.
2. If, after the start of the school year, Port Washington Catholic School determines that it cannot accommodate a student, paid tuition will be refunded on a pro-rated basis based on the number of school days the student was enrolled.
3. If prior to August 15<sup>th</sup>, a family withdraws an enrolled student(s), all tuition paid will be fully refunded. If withdrawal occurs after September 1<sup>st</sup>, 50% of tuition paid will be refunded. If withdrawal occurs after September 15<sup>th</sup>, 25% of tuition paid will be refunded. If withdrawal occurs after October 1<sup>st</sup>, no refund will be given.
4. If a family registers a child(ren) at Port Washington Catholic School and then moves out of the school district prior to the start of the school year, tuition paid will be fully refunded. If the move occurs after the start of the school year, a tuition refund will be determined on a pro-rated basis determined by the number of days the student was enrolled. Any tuition payments in excess of this amount will be fully refunded.
5. If a family registers its child(ren) for Port Washington Catholic School and applies for Tuition Assistance and is not eligible, any paid tuition will be fully refunded.

Approved 3/6/89

Amended 3/23/93

Amended 6/11/96

Amended 5/13/98