

January 31, 2021

Dear St. John Catholic Academy Families,

Thank you for your choice of a Catholic education at St. John Catholic Academy. We love the work that we do to instruct your children in faith, virtue, and academics; and we are grateful to you for the sacrifices you make to give them this opportunity.

As always, we renew our commitment to make Catholic education affordable to anyone who desires it and whom we have the resources to serve. We want to ensure that an education at St. John Catholic School is affordable and attainable, and we will continue to do what we can to help you apply for scholarships or seek assistance through other grants made available to your child through the state and our school.

Over the past school year, we have experienced many blessings and some setbacks. A few of our celebrated wins include moving back into our home campus, after having been displaced for almost two years by Hurricane Michael; opening a state-of-the-art preschool; and adding many upgrades to our beloved campus. We were able to pivot between integrated eLearning and regular brick and mortar classes, due to the effects of COVID-19. Throughout all the hurdles we have encountered, we collectively believe that we have come out stronger and with more love and determination than ever before. Our administration, faculty, staff, and students are rooted on the foundation of Christ our Savior and as the word tells us in Romans 8:31, if God be for us, who can be against us? We are doing God's work and are so glad to be shaping our future generation. We are so proud to be preparing and educating your children for academic success and forming disciples of Christ for life!

We look forward to walking with you and your children this upcoming school year.

Yours in Christ,

The St. John Catholic Academy Administration Team

Lin Bun Bridget Zicarelli

Mrs. Lisa Brooks

Interim Principal

Ms. Bridget Zicarelli

Director

of Elementary School

Mrs. Tiffani Hinds

Director

of Advancement Lisa.Brooks@SJSEagles.org Bridget.Zicarelli@SJSEagles.org Tiffani.Hinds@SJSEagles.org Mr. Jack Focke

Director

of Middle School

Jack.Focke@SJSEagles.org



2021-2022 PRESCHOOL STUDENT REGISTRATION INSTRUCTIONS

Fees: \$50 application fee per family/new families only (non-refundable)

\$100 registration fee per child (non-refundable)

\$200 supply fee (non-refundable)

School office must have Florida

Florida Immunization Form (DH 680)

current health forms: Florida Physical Examination Form (DH 3040)

Student files must contain: Copy of Birth Certificate, Social Security Card, Registration Card

If Catholic: Baptismal Certificate

This Registration Packet includes the following: Welcome Letter, Registration Instructions, Registration Card (including Authorized Contacts Card), Rate Sheet with Financial Commitment Agreement, FACTS Instruction Sheet, Summer Camp Information, Preschool Calendar, and School Calendar. Please see required brochures & handbooks on website (preschool tab).

1. SCHOOL TOUR & APPLICATION FEE

- School tours and admissions interviews are by appointment only; child should be present at tour
- Application fee of \$50 (cash or check) should be remitted in order to be placed on the wait list

Once the student is accepted into our program, the family has 48 hours to accept the spot and have the following steps completed:

2. GATHER AND SUBMIT THE REQUIRED DOCUMENTATION LISTED ABOVE

- All shot records must be current
- All physicals must be dated within the last 12 months
- We need a copy of the birth certificate, social security card, and baptismal certificate (if applicable)
- If there is custody paperwork, we need a copy of that as well

3. COMPLETE & SUBMIT THE 2021-2022 REGISTRATION CARD

- Complete one Registration Card per student
- Complete one Authorized Contacts form per family
- Every area of the registration card must be complete in order for our school to be compliant with National Catholic Educational Association, Florida Catholic Conference and DCF
- Be sure to read the required brochures and handbooks on the school website

4. REVIEW RATE SHEET & SIGN FINANCIAL COMMITMENT AGREEMENT

- All guardians must sign the Financial Commitment Agreement box
- The Tuition Rate Form will be completed by school staff

5. ATTACH REGISTRATION & SUPPLY FEES

- The non-refundable registration fee is \$100 per student
- The non-refundable supply fee is \$200
- Payments can be made by cash or check (payable to SJCA)

_6. COMPLETE ONLINE SET UP OF FACTS ACCOUNT (new families only)

- Facts set up is available online at https://online.factsmgt.com/signin/3T1Z8
- Students will not be enrolled in classes and registration is not complete until a FACTS account has been completely set up and a payment plan has been selected

ST. JOHN CATHOLIC ACADEMY PRESCHOOL REGISTRATION CARD

Application Fee, Received \$
Registration Fee, Received \$
Supply Fee, Received \$
Ctudent #

Alumnus: Yes () No ()

Date of Registration ____/__ 2021-2022 Student Entering Class _ Date Student will begin classes ___ STUDENT INFORMATION Legal First Name: Nickname/Name Student Goes By Student's Legal Last Name: Middle Name: Male / Female Place of Birth City / State / Country Social Security Number Gender Primary Phone # Street Address (Child's Primary Residence) City Zip Code State Primary Email Address Primary Hours of Care: From _ am To Hours of operation are 7:30am-5:30pm, Car Line is open 7-9am and 3-5:30pm Mailing Address (if different) Primary Days in Care (check one): Zip Code ___ Part Time (Tu/Th) ____ ____ Full Time (Mon - Fri) Part time (M/W/F) ____ Please respond to both the race and the ethnicity (Hispanic or not) question, so that we may accurately complete required reports. Asian Black American Indian / Native Alaskan Is student Hispanic or Latino? Yes () No () Race (Check one) Native Hawaiian / Pacific Islander Two or more races Primary Language spoken at home: Other language: _ _ English Only _ Chinese _____ Spanish or Spanish Creole Korean French _ Tagalog Vietnamese If Catholic, has student been Baptized: ___ Public School for your residence: _ Student's Religion: Prior Childcare Centers Attended: _ Student's Parish (if Catholic) or place of worship (if not Catholic): _ **FAMILY INFORMATION** Student primarily lives with: (check one) _ Mother and Father Father Grandparent / Guardian _ Mother / Stepfather _ Father / Stepmother Other If there are custody, visitation, or other legal agreements or orders concerning the student or access to the student's records, please present the paperwork at the time of registration so that a copy may be placed in the records. Names and ages of siblings: Information below is for parents, adoptive parents or those with legal guardianship over a child. Please include step-parent information on Authorized Contacts Form Parent Information: Legal Female Guardian Legal Male Guardian Name: Address (if different from above) Email: Relationship: Veteran No Active Duty _ Retired Veteran Active Duty Retired Military: Occupation: Employer: Home Phone: Cell Phone: Work Address Work Phone:

Alumna: Yes () No ()

Marital Status: Religion:

Permission to publish student photo in bi	ochures, on web site, or in the	newspaper of similar publications? Te	5 () 140 ()
How did you hear about our school?	Parent Referral (if so, ple	ease let us know who, so that we can thank	them:
Newspaper Advertisement	Billboard	Radio Advertisement	Internet Search
Church Bulletin	Feeder School	Television Advertisement	Social Media
Do you have any special gifts or talents t	hat you would like to share with	h our school?	
	HELPFUL INFORM	MATION ABOUT MY CH	LD
<u>EME</u> l	RGENCY / HEALTH	I INFORMATION AND C	<u>ONSENT</u>
Preferred Doctor		Phone #	Preferred Hospital
Preferred Dentist		Phone #	
I give my permission for my child to rec	eive emergency medical treatm	ent, including calling 911. Yes() No ()	
	y a doctor you must turn in a form		t take at any time. <u>If the student must take medition</u> #9400-HES-005. This form must be signed
Medical Issues:			
Daily Medication:			
Allergies (food, medicine, environmental):			
>			
responsible for all tuition and fees incurred by I hereby agree that my child and guardian(s) sl	my child up to the last day of the mo hall abide by the policies, rules and r ed trips away from the school premis	nth of withdrawal. regulations of your school at all times. I give m ses (including school supervised trips across th	ntil payments are made current. I understand I am y permission for my child to take part in all school ne street to Oakland Terrace Park), and I absolve school activity.
Parent Signature		Parent Signature	Date
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Our initials below and signature	es above verifies receipt of the foll	owing brochures and handbooks (also ava	ilable online at the school's website)
Influenza Virus: "The F	Flu" A Guide for Parents		lic Academy Student/Parent Handbook lic Academy Preschool Handbook
Distracted Adult Brock		St. John Catho	•
	GRANDPAF	RENT INFORMATION	
Paternal Grandparents			
Address			
City/State/Zip		City/State/Zip	
Alumni?: Yes() No () Year:		Alumni?: Yes() No () Year: _	
	FINANC	E INFORMATION	
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Birth Certificate (must be original birth certif		- · · · · · · · · · · · · · · · · · · ·	

<u>AUTHORIZED CONTACTS (EMERGENCY CONTACTS & AUTHORIZED PICKUPS)</u>

Please use this form to list authorized contacts for your child/children. **EVERYONE LISTED ON THIS FORM WILL BE ELIGIBLE TO PICK UP YOUR STUDENT(S).**Please instruct emergency contacts and authorized pickups to bring identification (driver's license or other government issued identification) with them when picking up a child

Please indicate whether the person should be an emergency contact. We will always attempt to contact parents first in case of an emergency.

If there are custody, visitation, or other legal agreements or orders concerning the student or access to the student's records, please present the paperwork at the time of registration so that a copy may be placed in the records. Unless appropriate custody paperwork is received, both parents will have equal rights to access student records, and to provide emergency contacts and authorized pickups.

If you want to apply this list of contact	s to all students in the fami	ly, please indicate by listi	ng your childrens'	names and grades below:
Student Name:			Student's Grad	le:
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Student Name:			Student's Grad	le:
Student Name:			Student's Grad	le:
Student Name:			Student's Grad	le:
Student Name:			Student's Grad	de:
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PLEASE SEE OTHER SIDE FOR INSTRUCTIONS

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2021-2022 PRESCHOOL TUITION AND FEES RATE SHEET

- **Application Fee-** \$50/family (new students only, non-refundable)
 - This fee puts your child on our consideration list (or waiting list if there are no current openings).
 Due at the time of the school tour and admissions interview.
- Registration Fee- \$100/child (non-refundable)
 - This is a recurring annual fee, due upon annual enrollment. This fee guarantees your child a placement in his or her age appropriate classroom. Promotion occurs each August and children are moved up to the next classroom at the beginning of the school year. Space is not guaranteed in the classroom until the registration payment is received by the school.
- **Supply Fee-** \$200/preschool student (non-refundable)
 - This annual fee, due upon enrollment (no later than July for the upcoming school year), covers all applicable school/art supplies excluding backpack, water bottle and blanket/pillow for nap. Fee not prorated if starting late.
- Tuition-

Infant room- \$750/month

1-3 year old classes - \$650/month Full Time (5 days per week)

\$450/month Part Time (Monday, Wednesday, Friday)

\$350/month Part Time (Tuesday, Thursday)

4 year old class Half day: Free with VPK voucher* (9am-12pm)

VPK students with school aged siblings attending St. John Catholic Academy may arrive as early as 7:45am at no additional charge.

Full day: \$450/month with VPK voucher*

\$650/month without VPK voucher

*VPK voucher is valid only during the school year.

Preschool regular hours of operation are Monday through Friday from 7am-5:30pm

St. John Catholic School charges tuition by the month. If parents wish to pay on a more frequent (weekly) basis, they may, as long as the monthly payment due is remitted by the due date.

Preschool can either be attended year-round or during the school year only. Taking off during the summer months does not give up your spot in the classroom, as long as registration payment and enrollment forms for the following school year are turned in on time. We offer optional summer camp for the month of June and for the month of July, registration is required. Same monthly rates apply during summer camp.

FINANCIAL COMMITMENT AGREEMENT I understand my signature represents my family's financial agreement to ensure payment in full during the listed school year for my children enrolled at St. John Catholic Academy. I further agree to abide by the rules and policies set forth by the Parent-Student Handbook. I understand that non-payment can result in being referred to debt collection. PARENT/GUARDIAN SIGNATURE: PRINTED NAME: PRINTED NAME: PRINTED NAME:



2021-2022 TUITION RATE FORM (FOR OFFICE USE ONLY) Parents complete opposite side Family Name:

	Student #1	Student #2	Student #3	Stude
Student Name				
Grade/Class				
Base Rate:	\$	\$	\$	\$
Application Fee				
Registration Fee				
Supply Fee				
Graduation Fee				
Financial Aid:				
Subtotal				
			Total Amt. Due from Family:	\$
App Fee Rec'd				
Reg. Fee Rec'd:				
Supply Fee Rec'd				
Grad Fee Rec'd				



FACTS Account Set Up Instructions (New Families Only)

St. John Catholic Academy currently uses FACTS Tuition Management System for the collection of all tuition payments. As a parent, you may choose a variety of payment methods and payment dates. The first and most important step is that you must create an account with FACTS by going online to: https://online.factsmgt.com/signin/3T1Z8. It is imperative to use our school specific link. Once you have signed up, you will receive a confirmation from FACTS of the plan you have selected.

Please be mindful that FACTS also manages all deposit accounts and extra fees. If you intend on utilizing our Extended Care or Summer Camp, you will be invoiced through your registered FACTS account. Creating a FACTS account is not optional. It is a requirement for your child to be enrolled at St. John Catholic Academy.

All active FACTS accounts (and payment plans/payment options) will roll over to the new school year upon registration.

If you need additional assistance, you can contact the school office for help or call FACTS at 866-441-4637.

INSTRUCTIONS on setting up a new account:

- 1. From your computer, go to https://online.factsmgt.com/signin/3T1Z8
- 2. Create a user name and password (keep this in a safe place, we cannot reset for you!)
- 3. Enter parent's personal contact information
- 4. On the home screen, select "Set up a Payment Plan" for the school year in which you are enrolling your child(ren)
- 5. Add student name and grade for the school year in which you are enrolling your child(ren)
- 6. Select the payment plan option of your choice
 - a. Pay close attention to the payment start dates and end dates and choose the one that is best for your family. (Note: if applying for financial aid, we recommend selecting 10-month payment plan, ending in May). If you are starting our program after the beginning of the school year, the 10-month payment plan will be reduced by the number of months left remaining in the school year. All tuition payments end in May at the latest.
 - b. If you prefer auto withdrawal, you need to have your bank account or credit card information ready in order to proceed. If you prefer to be invoiced, you will need to toggle the "invoice" box under the payment plan of your choice.
 - c. Please note that if you use a debit or credit card (either in auto pay or when paying an invoice) you will be charged a small processing fee by FACTS
 - d. There will be a \$50 late fee for payments processed after the due date. In order to avoid late fee, we recommend auto withdrawal. FACTS does not accept personal check payments nor internet banking check payments.
- 7. Your account is not complete until you review and authorize the payment plan you have selected
- 8. Once you have accepted the terms and conditions, choose to have the e-mail confirmation sent to your email account. Forward that email or email the Agreement Number provided at the end of the process to enroll@siseagles.org



Camp Eagle Eye- Summer Camp 2021

Camp Eagle Eye will be held summer of 2021. There will be two sessions (one in June and one in July). Existing school families have priority registration for summer camp. Summer camp registration for existing families opens January 31. Registration for summer camp opens to the general public on February 19. Families may sign up for one or both sessions. Weekly themes will vary and are lots of fun! Be on the lookout on our website and social media for the weekly themes.

*Dates:

- Session One: June 7 July 2
- Campus Closed for staff summer break: July 5 July 9
- Session Two: July 12 July 30
- Campus Closed for staff training and center deep cleaning one week prior to the start of 2021-2022 school year

*Cost (paid via FACTS account for existing families):

- Preschool: \$650 per session (infants rate is \$750/month)
- School Age: \$450 per session (plus field trip expenses)
 - School age is incoming kindergarten 8th grade students

*Registration

- Current students can fill out the google form on our website.
 Priority registration is for current students and their siblings and is open from January 31 through February 17
- Students not enrolled at St. John need to complete the paper form, also available on our website
- Summer Camp opens to the general public on February 19

Summer Camp information for Preschool aged children:

Preschool students who wish to attend St. John Catholic Academy year-round are most welcome to sign up for summer camp (the same monthly tuition rate applies), but taking the summer off does not mean giving up your preschool spot when the school year is back in session in August (as long as the child is registered and family paid registration fee for the 2021-2022 school year). Likewise, preschool aged students who are new to our school for summer camp are not guaranteed a preschool spot during the school year (unless they have already been registered, paid registration fee and have been accepted for the 2021-2022 school year). Preschool teachers are likely to change during summer camp, as we offer our teachers the opportunity to take summers off as well. Staffing will be within appropriate ratio, but may look a little different during summer camp. Additionally, some of our regular school teachers and aides prefer to work summers for additional income.



Preschool Calendar 2021-2022 School Year

Edited 03/22/2021

May 31 – June 4, 2021

June 1 – 4, 2021

June 7, 2021

July 5 – July 9, 2021

July 12, 2021

August 2 - 6, 2021

Monday, August 9, 2021

Monday, September 6, 2021

Thursday, November 11, 2021

Wednesday, November 24, 2021

Thursday, November 25, 2021

Friday, November 26, 2021

Thursday, December 23, 2021

Friday, December 24, 2021

December 27 - December 31

Monday, January 3, 2022

Worlday, January 3, 2022

Monday, January 17, 2022

Thursday, April 14, 2022

Friday, April 15, 2022

Monday, April 18, 2022

Friday, May 27, 2022

May 30 – June 3, 2022

June 1 – June 3, 2022

June 6, 2022

July 4 – July 8, 2022

July 11, 2022

Campus Closed to Students- Summer Break

Preschool Teacher Inservice

Summer Camp Session 1 (June 7 – July 2)

Campus Closed- Summer Break for all

Summer Camp Session 2 (July 12 - July 30)

Campus Closed to Students/ Teacher Inservice

First Day of Preschool

Campus Closed- Labor Day

Campus Closed- Veterans Day

Campus Closed- Thanksgiving Holidays

Campus Closed- Thanksgiving Day

Campus Closed- Thanksgiving Holidays

Campus Closed- Christmas Break

Campus Closed- Christmas Eve

Campus Closed for the Week- Christmas Break

Preschool Resumes- Return from Winter Break

Campus Closed- Martin Luther King, Jr. Day

Early Release (campus closes at noon)- Holy Thursday

Campus Closed- Good Friday

Campus Closed- Easter Monday

Last Day of Preschool

Campus Closed to Students- Summer Break

Preschool Teacher Inservice

Summer Camp Session 1 (June 6 – July 1)

Campus Closed- Summer Break for all

Summer Camp Session 2 (July 11 – TBD*)

For Special Events and other calendar details, visit our school website at www.stjohncatholicacademy.org and click on the school calendar (google calendar.)

Preschool hours of operation are 7:00am – 5:30pm Monday through Friday.

Students must arrive by 9am each day in order to attend the program. Doors lock at 9am.

VPK learning program has a separate calendar. See the preschool tab on our website.

^{*}Preschool/Summer camp will close one week prior to school starting due to professional development training and deep cleaning



APPROVED SCHOOL CALENDAR 2021-2022

Event	Day	Month	Date
Staff Retreat- Full Day Spiritual Retreat	Thursday	July	29
Teacher Inservice/Workday	Monday	August	2
Teacher Inservice/Workday	Tuesday	August	3
Teacher Inservice/Workday	Wednesday	August	4
Teacher Inservice/Workday	Thursday	August	5
First Day of School/Spirit Day/ Early Release for Students/ Teacher Workday	Friday	August	6
First Day of Preschool	Monday	August	9
STREAM Retreat for Middle School	Friday	August	13
Back to School Mass (Wear school uniform to your church of choice)	Sunday	August	23
Each to Control Mass (Wear School dimentities your Grands) of Choice)	Gunday	August	20
Labor Day (Campus Closed)	Monday	September	6
Spirit Day/ Early Release for Students/Teacher Inservice	Friday	September	17
Spirit Day/ Early Release for Students/ End of First Nine Weeks/ Powerschool Closes/Teacher Workday	Fridav	October	8
Columbus Day (No School for Students, Preschool Open)/ Teacher Inservice- Data Day	Monday	October	11
Red Ribbon Week (Monday through Friday)	Monday	October	25
Spirit Day/ Early Release/Report Cards go home/ Teacher Inservice	Friday	October	29
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National Junior Honor Society Induction (following mass)	Wednesday	November	3
Veterans Day Assembly	Wednesday	November	10
Veterans Day (Campus Closed)	Thursday	November	11
Walkathon/Spirit Day/ Early Release/Teacher Workday	Friday	November	19
Thanksgiving Holidays (School Closed all week, Preschool Closed Wednesday-Friday)	Monday	November	22
Return from Thanksgiving Holidays	Monday	November	29
School Mass - The Immaculate Conception of the Blessed Virgin Mary	Wednesday	December	8
School Penance Service (TBA)	Wednesday	December	Ü
Christmas Program/ Early Release/ End of Second Nine Weeks/ Powerschool Closes/ Teacher Workday	Friday	December	17
Winter Break Begins (Preschool closed Dec 23 - Dec 31, School closed Dec 20 - Jan 3)	Monday	December	20
Christmas Camo	Wednesday	December	22
Christmas Day (Holiday for All)	Saturday	December	25
Preschool Reopens from Winter Break	Monday	January	3
Teacher Inservice/Teacher Workday	Monday	January	3
School Students Return from Winter Break	Tuesday	January	4
Spirit Day/ Early Release for Students/Teacher Inservice	Friday	January	14
Martin Luther King's Birthday (Campus Closed)	Monday	January	17
Catholic Schools Week (Sunday through Friday)	Sunday	January	31
Registration Packets Due for next school year	Wednesday	February	16
School Wide Spiritual Retreat/ Early Release for Students/Staff Spiritual Retreat	Friday	February	18
President's Day (School Closed, Preschool Open)	Monday	February	21
Terra Nova Standardized Testing Begins (Week long DAILY ATTENDANCE REQUIRED, no tardies/no absences)	Monday	February	28
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Ash Wednesday/ Lent Begins (no meat served on Fridays through Easter)	Wednesday	March	2
Terra Nova Standardized Testing Ends	Friday	March	4
Field Day/ Spirit Day/ Early Release for Students/ End of Third Nine Weeks/ Powerschool Closes/Teacher Workday	Friday	March	11
Spring Holidays Begin (School Closed, Preschool Open)	Monday	March	14
Return from Spring Holidays	Monday	March	21
School Penance Service (TBA)			
Spirit Day/ Early Release for Students/Teacher Inservice	Friday	April	1
Holy Thursday/ Early Release for Students (including Preschool) and Teachers/ Campus closes at noon	Thursday	April	14
Good Friday (Holiday for All, Campus Closed)	Friday	April	15
Easter Sunday	Sunday	April	17
Easter Monday (Holiday for All, Campus Closed)	Monday	April	18
Teacher Appreciation Week (Monday through Friday)	Monday-Friday	May	2
Spirit Day/ Early Release for Students/Teacher Inservice	Friday	May	6
Sth Grade Graduation (Last day of school for 8th graders)	Wednesday	May	18
Last Day of School/ Early Release for Students/ End of Fourth Nine Weeks/ Powerschool Closes/Teacher Workday	Tuesday	May	24
Teacher Inservice	Wednesday	May	25
Teacher Inservice	Thursday	May	26
Post Planning for Teachers	Friday	May	27
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STUDENT	DAYS	TEACH	IER DAYS	PICTURE DAYS	INTRAMURAL SPORTS	PTO MEETINGS & EVENTS		
Month	Days	School	Preschool	Sept 1- Fall Individual (Uniform)	Fall- Football	Meetings		
July	0	1	17	Nov 17- Graduation & Full Class (Uniform)	Winter- Basketball	2nd Tuesdays of the following	months:	
August	18	22	22	Feb 15- Spring Individual (Dress Out)	Spring- Soccer	5:00pm- August, December, A	pril	
September	21	21	21	REPORT CARDS	Monthly Virtue Assemblies &	3:00pm- October, February, Ju	une	
October	20	21	21	October 22, 2021	Quarterly Awards	Events (Tentative)	Month	Day
November	16	16	18	January 21, 2022	September 29- Faith	Grandparents Lunch	September	13
December	13	13	16	March 25, 2022	October 27- Reverence & Q1	Trivia Night	September	17
January	19	20	20	June 10, 2022 (pick up)	December 1- Stewardship	Fall Harvest Fest	October	22
February	19	19	20	OPEN HOUSE EVENTS	December 22- Generosity	Walkathon	November	19
March	18	18	23	Teacher Meet & Greet- August 5	January 26- Gratitude & Q2	Breakfast with Santa	December	12
April	19	19	19	Back to School Night- August 24	February 23- Honesty	Bayou Spirit Night	February	15
May	17	20	20	Volunteer Orientation- August 31	March 30- Mercy & Q3	Literacy Night	March	8
June	0	0	22	Catholic Schools Week Tours- Jan. 30	April 27- Justice	Spring Fundraiser	April	1
Total	180	190	239	Curriculum Night- April 26	May 25- Zeal & Q4	Teacher Appreciation Week	May	3 - 7