

HOLY ANGELS ACADEMY

Catholic & Classical



Preschool and Prekindergarten Admissions Packet

2025 - 2026 School Year

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Welcome Letter

Dear Parents,

Thank you for your interest in Holy Angels Academy! It is a pleasure to introduce you to our school. Enclosed is an admissions packet for our preschool and prekindergarten programs. Please carefully read all policies and procedures to process things most efficiently.

In the interest of affording prospective families the opportunity to observe students and teachers and experience the unique atmosphere Holy Angels has to offer, it is always best to schedule a tour or visit an open house at Holy Angels Academy before completing an application for admission or requesting a family meeting. Please note that our **Admissions Policies and Procedures** state that we must first receive the **completed application** in its entirety and copies of the documents required before scheduling a family meeting.

It is understood, before a student is accepted for enrollment, that parents are willing to support our program as presented in the Parent/Student Handbook and other materials provided. The family meeting with the headmaster or principal allows for a more in-depth presentation of the Academy and for a discussion regarding the reasons parents want to enroll their children. It also gives parents and their children an opportunity to inquire further about our program. Following the family meeting, if it is deemed that Holy Angels Academy can meet the needs of your child/children and you wish to continue upon the enrollment process, you will be given a **Statement of Parental Agreement**, which must be signed before the completion of the enrollment process.



Should Holy Angels be suited to meet the needs of your child or children, we look forward to assisting you in guiding your son(s) or daughter(s) toward the goal for which all are created – eternal happiness with God in heaven.

May God bless you and guide you in the education of your children.

Sincerely in the Infant of Prague,

A handwritten signature in cursive script that reads "Michael P. Swearingen".

Michael P. Swearingen
Headmaster

NOTE: The 2025-2026 application fee for new families:

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

Enrollment

Required Enrollment Documents

Please submit the following:

- Proof of immunization (or religious exemption form)
- Birth certificate
- Baptismal certificate
- Application and fee with the 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: Thursday only

Daily Schedule

Preschool Half Day: 8 AM - 11:30 AM;
Preschool Full Day: 8 AM - 2:45 PM;
Catechesis: 8 AM - 10 AM
Please arrive between 7:30 and 7:55 AM

Daily Drop-Off & Pick-Up

Drop-Off: Escort to classroom
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 their classroom and say hello to your child's teachers. 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 an older sibling accompanies him.

Please park in one of the available parking spots or along the left curb well past the front entrance.

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

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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.
- Shorts of modest length extending near the knee may be worn. Long trousers/slacks are acceptable (no sweatpants). Jeans without holes are permitted.
- Girls may wear skirts of a modest length.
 - Overly elaborate dresses or apparel appropriate for different seasons or holidays should not be until that season or holiday arrives (e.g., princess dresses should be avoided, and Christmas clothing should be worn in the week preceding our Christmas Break).
- Tops may either be short or long-sleeved (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 should 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

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

Parental Responsibilities Before 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 handwashing 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 can bring a pillow, blanket, and stuffed animal for nap/rest.
6. Children should have already been taught respect for adults and obedience under adult supervision.
7. **Note:** The Academy allows for an observation period to ensure each child is mature enough 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 will be 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.

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Program Description

The goal of Holy Angels Academy's preschool and prekindergarten programs 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*** and other materials approved by the school administration that are found to be in conformity with solid Catholic and classical formation.
- 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 is designed with materials and activities that help the children develop a love for Christ and His Church. The children learn and appreciate their Catholic Faith through "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.



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Tuition & Fees 2025-2026

Lower School (K-8)	Tuition	Total Due	10 Month Plan	Pre-Pay Disc. (2%)	Alumni Disc. (2%)
1 Student	\$7,800	\$7,800	\$780	\$7,644	\$7,644
2 Students	\$4,500	\$12,300	\$1,230	\$12,054	\$12,054
3 Students	\$3,000	\$15,300	\$1,530	\$14,994	\$14,994
4 or More Students	\$300	\$15,600	\$1,560	\$15,288	\$15,288
Lower School Registration fee per student: \$125 Application Fee per family (new families only): \$25					
Lower School Textbooks/Materials fee per student: \$250					

Upper School (9-12)	Tuition	Total Due	Monthly Plan	Pre-Pay Disc. (2%)	Alumni Disc. (2%)
1 Student	\$8,800	\$8,800	\$880	\$8,624	\$8,624
2 Students	\$4,800	\$13,600	\$1,360	\$13,328	\$13,328
3 Students	\$3,800	\$17,400	\$1,740	\$17,052	\$17,052
4 or More Students	\$300	\$17,700	\$1,770	\$17,346	\$17,346
Upper School Registration fee per student: \$125 Application Fee per family (new families only): \$25					
Upper School Textbooks/Materials fee per student: \$350					

Preschool (3-year-old) Prekindergarten (4-year-old)	Total Due	Monthly Plan	(No discounts; financial assistance considered for eligible families) Registration fee per student: \$125 Materials fee per student: \$150 Application fee per family (new families only): \$25
Each Child 2 Half Days (8:00-11:30)	\$3,000	\$300	
Each Child 2 Full Days (8:00-2:45)	\$4,000	\$400	
Each Child 3 Half Days (8:00-11:30)	\$4,000	\$400	
Each Child 3 Full Days (8:00-2:45)	\$5,000	\$500	
Each Child 5 Half Days (8:00-11:30)	\$5,000	\$500	
Each Child 5 Full Days (8:00-2:45)	\$6,000	\$600	

Catechesis of the Good Shepherd	Fee Per Family	Application fee per student (new families only): \$25 Materials fee per student: \$100
Thursday 8 - 10 AM	\$275	

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Required Fundraising (K - 12)

- For the above tuition rates to be possible, assistance with school fundraising is necessary.
- Families with students in grades K-12 are required annually through raffle sales, a personal tax-deductible donation, or a combination thereof to fundraise \$750 per family.

Payment Plan (Preschool - 12)

- **Monthly payment plan:** August 1st - May 1st (Preschool - 12); payment due by 1st of the month
- Payment in full before the first day of school or Alumni Parent - 2% discount (K-12)
- Family tuition cap: \$20,500, not including preschool/prekindergarten (no additional discounts)

Explanation of Discounts (K - 12)

- Payment in full discount and alumni discount cannot be combined.
- Families receiving financial assistance through the CEF and Holy Angels Academy are not eligible for pre-payment or alumni discounts.
- Families at the family tuition cap of 20,500 are not eligible for pre-payment or alumni discounts.

Payment Policies

1. A **\$20.00 late fee** may be charged for payments ten or more days delinquent.
2. **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. Payment may be made electronically through the Academy's online payment system, but the payor must pay the transaction fee the processor charges.
3. Timely payments are **extremely** important for operating needs. **Thus, the Academy reserves the right to refuse continued enrollment to any family that falls one or more months behind in tuition payments.** Should a family need a special arrangement, the Academy must be contacted to request such.
4. **Delinquent Tuition:** Report cards, as well as permanent records, including health records, will be withheld at the end of the school year if required payments are not made in full unless arrangements have been made otherwise. **In addition, quarterly report cards may be withheld for delinquency with payments. 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 must first seek financial assistance by applying through the Catholic Education Foundation. Applications for such must be submitted each year that assistance is requested. Though there are priority deadlines for the initial rounds of assistance from the CEF, it is never too late to apply.** After utilizing this resource and other possible options such as parish support,

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extended family support, etc., if a family is still in need, a request may be submitted to Holy Angels Academy for review. The Board of Trustees determines approval for assistance. When the Academy provides assistance, 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 non-refundable as those fees have already been applied to book costs.
- Tuition paid in advance is nonrefundable if a student withdraws early, as that tuition has already been applied to operating costs and general and administrative expenses.

Tuition Philosophy

In harmony with traditional Catholic thinking, Holy Angels Academy endeavors to do its best to keep tuition levels affordable. Generous discounts are provided for families with more than one child attending.

Every family is expected to contribute to the education of its children to the best of its ability. Those who have been blessed with the monetary means to do so are encouraged to make contributions to the Academy above tuition payments which will also allow them to exercise their tax-deduction privilege for charitable giving. As noted in the Parental Agreement, all families are expected to participate in certain fundraisers and tasks to help address the shortfall not provided by tuition. Only with this help, the contributions from generous benefactors from the larger community and the sacrifices of teachers and staff, will Holy Angels Academy continue alive and well.



Sample Daily Schedule of Activities: 8 AM to 2:45 PM

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, goodness, and beauty.• Aspects of the stories will be discussed to develop reading readiness and a love of literature.• Artwork representing the true, the good, and the beautiful will be shown to the children 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, chapel visits, 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 the main foyer of the school.</i>

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2025-2026 Academic Calendar

Month		Regular School Hours: 8 AM - 2:45 PM
August	19 th	Dismissal at 12 PM - First Day Of School K-12 only No Lunch – Snack Only
	20 th	Regular Hours Begin Preschool Begins (Part-time 8 - 11:30 AM) (Full-time 8 AM – 2:45 PM)
	28 th	Catechesis of the Good Shepherd Program Begins
September	2 nd	No School - Labor Day
October	2 nd - 3 rd	Dismissal at 12 PM - Parent/Teacher Conferences both days
	6 th	No School
	10 th	End of First Quarter
	13 th	No School - Columbus Day
	17 th	Dismissal at 12 PM
	29 th 20 th	***Fall Semester Open House 1-4*** No School
November	14 th	Dismissal at 12 PM
	26 th	Dismissal at 12 PM (or a "No School" day if raffle goal is met)
	27 th - 28 th	No School - Thanksgiving Break
December	8 th	No School - Immaculate Conception Observed
	12 th	Dismissal at 12 PM - Christmas Play (7:00 PM)
	17 th	Dismissal at 12 PM ; End of Second Quarter
	18 th - 31 st	No School - Christmas Vacation
January	1 st - 6 th	No School - Christmas Vacation
	7 th	School Resumes
	19 th	No School - Martin Luther King Holiday
February	6 th	Dismissal at 12 PM
	13 th	Dismissal at 12 PM
	15 th	***Spring Semester Open House 1-4***
	16 th	No School - Washington's Birthday
March	13 th	End of Third Quarter
	16 th	No School - Teacher In-Service Day
April	2 nd - 3 rd	No School - Holy Thursday & Good Friday
	6 th - 10 th	No School - Easter Break
	11 th	School Resumes
May	15 th	Dismissal at **1 PM** - Field Day
	21 st	**8th Grade Only** - Dismissal at 12 PM
	22 rd	Dismissal at 12 PM - Last Scheduled Day of School

Final 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 3,, 2025. The calendar is subject to change. -



Sample Statement of Parental Agreement

- I. We hereby acknowledge having read the admission policies and agree to support them if the Academy accepts us.
- II. We have completed the family meeting session with the headmaster or designate and agree to support the mission and philosophy of the Academy regarding religious education, the academic program, and the expected behavior of our children.
- III. We acknowledge that we have read the policies and guidelines for parents and students in the Parent/Student Handbook and other supplements provided by the school and agree to support and abide by these policies and procedures.
- IV. We agree to invest authority in the Academy to exercise, as necessary, reasonable means of discipline as outlined in the Parent/Student Handbook and other means deemed appropriate by the administration.
- V. *Kindergarten through Grade Twelve Families Only* - We agree to provide volunteer service to the Academy to help defray the operating cost not met by tuition. We understand that this may include specific fundraising activities or other tasks required of each family.
 - a. Each family with students in grades K-12 is expected to participate in our annual raffle by selling or purchasing one hundred tickets at \$ 5.00 each. An option to meet this expectation is allowed by making a tax-deductible donation of \$750.00 or the remaining amount due for unsold tickets. Failure to meet this requirement results in billing for the amount owed and is treated the same as penalties for delinquent tuition.
 - b. Preschool, Prekindergarten, or Catechesis of the Good Shepherd-only families are encouraged to help with annual fundraising but not required.
- VI. We agree to pay tuition according to the Academy's policy. If collection efforts are undertaken due to a delinquency in payment, we agree to be responsible for reasonable attorney fees and collection costs.
- VII. We attest that to the best of our knowledge, all information we have provided on the application(s) and contained in the documents submitted is true and correct.

To be signed only after completing the parent meeting with the headmaster or designate.

SAMPLE

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Application for Admission

Application Required for Each New Student

Student Information

School Year: 2025-26

Grade Entering: _____ (By the start of the school year: 3 years old - Preschool; 4 years old - Prekindergarten; 5 years old - Kindergarten)
Preschool and Prekindergarten Only: Days of the Week: _____ Full-Time or Part-Time

Student Name: _____
Last First Middle Preferred Name

Home Address: _____
Street City State Zip

Date of Birth: _____ **Age:** ____ **Place of Birth:** _____ **Gender:** Male Female

Place of Birth: _____ **Country of Citizenship:** _____ **Native Language:** _____

Religion: _____ **Parish or Church:** _____

Sacraments Received to Date (If Catholic)			
	Church	City & State	Date
Baptism			
Penance			
Eucharist			
Confirmation			

Schools Most Recently Attended		
School Name & Address	Grades	Dates

Other Children in the Family (i.e., siblings of the student)			
Name	Date of Birth	Name	Date of Birth

Parent Information

Student resides with: Father Mother Stepfather Stepmother

Student's parents: Father deceased Mother deceased Parents separated

Parents divorced Parents never married Mother remarried Father remarried

Legal Custodian: _____ (If separated, divorced, never married, or remarried, please specify legal custody of the student and any restrictions regarding access to this student and the student's records. Documentation required.)

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Emergency Contacts: *(Two contacts of persons not living with the student are required.)*

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

*****Application Fee - \$25.00 Per Family - New Families Only*****

Office Use Only: Application Fee Date Received: _____ Cash Check # _____

Parent Details			
	Father	Mother	Step Parent or Other
Full Name			
Occupation			
Employer			
Cell Phone			
Other Phone			
E-mail Address			
Religion			
Mailing Address	(if different than student)	(if different than student)	(if different than student)

Student Medical Information

Authorization: I hereby grant permission to the representatives of Holy Angels Academy to decide, in case of emergency, what steps should be taken in the care of my child according to the prudent judgment of the Academy's staff and, if necessary, an attending physician. I further grant Holy Angels permission to use my insurance information if deemed necessary for the care of my child. I further accept full responsibility for any and all medical expenses incurred in the treatment and care of my child while under the care of Holy Angels Academy.

Signature of Parent: _____ **Date:** _____

Name of Medical Insurance Company: _____ **Address:** _____

Name of Subscriber: _____ **Certificate #:** _____ **Group #:** _____

Policy #: _____ Check if Student Has No Medical Insurance

Medical Treatment Please check the appropriate boxes: I authorize I do not authorize

The staff of Holy Angels Academy to administer Tylenol Ibuprofen Antacid Tablets

Financial Responsibility

Person(s) Financially Responsible for Student: _____

The family requests financial assistance: Yes No

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Read the financial assistance philosophy and particulars on the annual tuition handout.

Photography Release

Photography Release: I give permission for my child's photograph/name and/or my immediate family's photograph/name to appear in school and community publications, videos, area newspapers, and on the school website.

Parent Signature: _____ **Date:** _____

*****All information on this application is considered by the school to be strictly confidential.*****
*****Deliberate falsification of any information may result in the removal of the student from Holy Angels Academy.*****

Admission Questionnaire

Directions: Please print clearly and answer all applicable questions of the admission questionnaire.

Student Background

Yes No Has the student ever skipped a grade? If yes, please indicate which grade(s):

Yes No Has the student repeated a grade? If yes, please indicate which grade(s):

Yes No Has the student had serious struggles academically? If yes, please explain.

Yes No Has the student been diagnosed as having a learning disability? If yes, elaborate.

Note: a copy of a current evaluation must be provided before an admission decision can be made.

Yes No Has the student been diagnosed with a hearing impairment? If yes, please explain.

Please provide diagnostic records.

Yes No Has the student been diagnosed as having a vision difficulty? If yes, please explain.

Please provide diagnostic records.

Yes No Does the student have any allergies that require precaution at school? If yes, please explain.

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Please provide diagnostic records.

Yes No Has the student been diagnosed as having a speech impediment? If yes, please explain.

Please provide diagnostic records.

Yes No Does the student have a physical condition that requires special provisions for use of the restroom, lunchroom, or classroom? If yes, please explain.

Yes No Is the student currently taking prescribed medication? If yes, what is it?

Does this need to be administered at school? Yes No
Does it need to be administered by the school? Yes No
If yes, can it be self-administered? Yes No

Yes No Has the student missed school repeatedly due to illness? If yes, please explain.

Yes No Has the student been diagnosed as having a behavioral, mental, or emotional condition? If yes, please explain.

Note: a copy of a current evaluation must be provided before an admission decision can be made.

Yes No Does the student have a physical condition that would limit normal physical activity? If yes, please explain.

Note: a copy of a current evaluation must be provided before an admission decision can be made.

Yes No Has the student ever demonstrated suicidal tendencies? If yes, please explain.

Yes No Has the student been subject to disciplinary measures that included suspension or expulsion from school (including pre-school)? If yes, please explain.

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Yes No Has the student ever been a resident in a home or correctional facility for children with behavioral problems? If yes, please explain.

Yes No Has the student been arrested or detained by law enforcement officials? If yes, please explain.

Yes No Has the student received treatment for addiction to alcohol or drugs? If yes, please explain.

Student Interests

What are the hobbies, interests, and/or activities of the student?

What are any special honors, awards, and/or accomplishments of the student?

What interests this student most about attending Holy Angels Academy?

What do you see as your child's main assets, qualities, strengths, and talents (academically, socially, physically, and morally)?

What approaches do you think are advantageous for teachers to be able to draw out the best attitude and achievement from your child?

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Parent Information

How did you discover Holy Angels Academy?

What attracted you to Holy Angels Academy?

Why do you want your child to attend Holy Angels Academy?

What talents, hobbies, or interests does the father of the student have, including musical, dramatic, athletic, technological, gardening, lawn care, etc.?

Are there any areas of professional expertise?

What talents, hobbies, or interests does the mother of the student have, including musical, dramatic, athletic, technological, gardening, lawn care, etc.?

Are there any areas of professional expertise?



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