



HOLY ROSARY  
ACADEMY

2013 National  
Blue Ribbon  
School of Excellence

190 GRAYLYNN DRIVE  
NASHVILLE, TN 37214

TEL 615 883-1108  
FAX 615 885-5100  
www.holyrosary.edu



May 18, 2016

Dear HRA Families,

Another year gone, can you believe it? As always, we thank you once again for choosing Holy Rosary for your children. We love them dearly and will miss them this summer!

Just to recap, we had pre-registration back in March to handle parish subsidies, tuition, and deposits. It's now registration time! **In order to complete registration for your child, please:**

- Review and update your personal information on RenWeb.
- Complete the purple Registration Signature Form and the green Income Eligibility Form, enclosed, **to be turned in on Registration Day.**
- Review the enclosed checklist for other potential paperwork (i.e. athletics or ESCAPE) - this varies by grade and family!

**Registration Day is scheduled for Wednesday, June 1, from 4:00 to 7:00 pm.** Besides paperwork, Registration Day will be a one-stop-shop for new uniforms, used uniforms, spirit wear, athletics, and more. The gym will be under summer construction at this point, so Registration will be held in the upper floor of the school - there's a map included in this packet detailing all of the day's attractions. **Please enter through the library doors to check in first.**

Our summer office hours will be Monday through Thursday, 9:00 to 1:00, beginning after Memorial Day. Please stay tuned for news on summer assignments!

Please feel free to send any questions or concerns my way, and let me know if you are unable to attend Registration Day on June 1: [wathens@holyrosary.edu](mailto:wathens@holyrosary.edu). Thank you again, and good luck in this last week of school!

Sincerely,

Sarah Wathen  
Admissions

# 2016-2017 Registration Checklist

Please refer to [holycrosary.edu/registration](http://holycrosary.edu/registration) for all policies and forms mentioned below.

For **Registration Day**, please complete the following:

- Verify your tuition charges on FACTS.
- Update all web forms and personal information in RenWeb.
  - It is your family's responsibility to maintain the information on your account - we cannot contact you in an emergency if there are mistakes! See the RenWeb page in this packet for more information.
  - Families with new students will need to set up an account, see attached instructions. **New students will be enrolled and enabled on RenWeb after May 26 - please set up the account after that date.**
- Complete the **PURPLE** Registration Signature Form.
  - **All students (including Pre-K) must sign this form for the Technology Acceptable Use Policy.**
- Complete the **GREEN** Income Eligibility Form (which is needed for federal funding).
- If applicable, complete the **YELLOW ESCAPE** Form.
  - **A \$30 per family fee is also due at time of Registration.**
- Review the new supply lists, available on the website.
- Review the new school calendar, to be distributed on Registration Day.
- Review changes to the school uniform policy, available on the website.

If your child is entering **Pre-K, Kindergarten, or 7th grade**:

- Supply the office with his or her updated immunization records.

For **medications to be kept at school**, if applicable, please complete the following forms for **August**:

- Complete the Diocesan Medication Form for chronic conditions - must be renewed yearly.
- Complete the Epi-Pen Release Form - must be renewed yearly.

For **Athletics**, if applicable, please complete the following:

- Complete the Physical/Concussion Form - required for any sport at HRA.

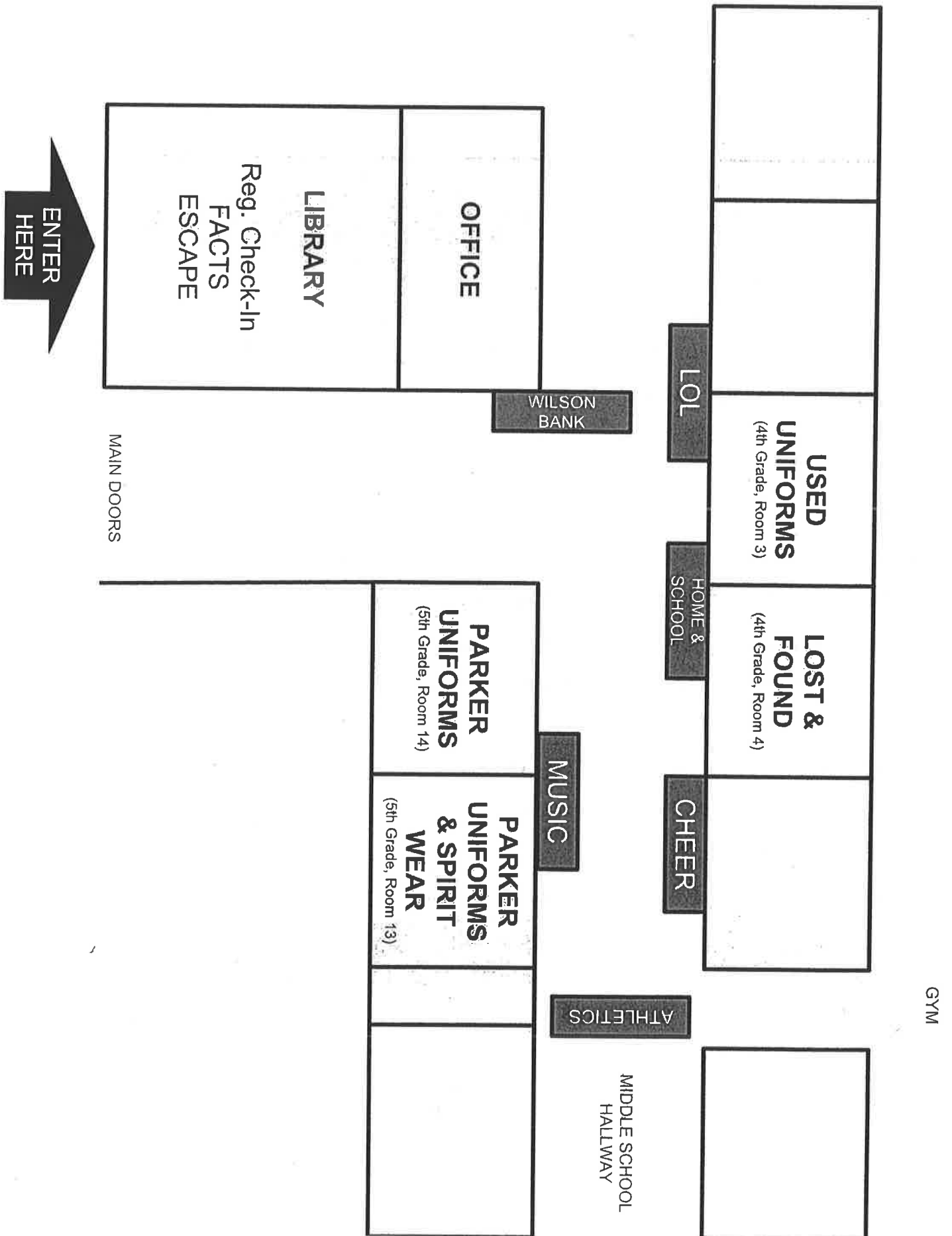
For **Pre-K, Kindergarten, and New 1st Grade Students' Supplies**:

- Complete the tote bag form at: <http://goo.gl/forms/MsP76dMdET> (also on the Registration page).

Per diocesan requirements, if you or a family member plan to **volunteer or visit in the school at all** in the 2016-2017 school year, complete:

- Profile Form A** (for new volunteers) or **Profile Form B** (for returning volunteers)
  - **This form must be renewed every year. If you plan to volunteer, coach, read in class, bring in birthday treats, or help in the school in any way, you must turn this in every year. Submit the form to the office.**
- Review the "Protecting Our Youth" slideshow, found at <http://dioceseofnashville.com/child-safety>.

# REGISTRATION DAY MAP



# RenWeb

In 2015, HRA transitioned from PowerSchool to RenWeb for grades, attendance, an online directory, and management of student information. Setup for new families takes some effort, but our yearly paperwork and maintenance are much less. This has been a learning process for both our families and our faculty and staff - we appreciate the patience all around!

For registration purposes, go to School Information, Web Forms, and Family Demographic Form. **Parents are responsible for maintaining correct information on all of the following forms:**

- ❖ Student Demographic
- ❖ Student Medical
  - Remember, if your child requires any medications to be kept at school, you must **turn in the Diocesan Medical Form with his or her physician's signature**. For allergies requiring an EpiPen, there is a release form as well.
- ❖ Custodial Parents
  - Set your gradebook, directory, and parent alert settings here.
- ❖ Emergency Contact
  - List all people who may be contacted in case of emergency when the custodial parents cannot be reached.
- ❖ Emergency Pickups
  - Separate from the above form, list all people who are authorized to pick up your child (and not just in case of emergency). **The school will not release your child to anyone not listed on this form.**
- ❖ Grandparents
  - This is mainly used for Academy news and invitations to Academy events.
- ❖ Additional Student Information - Race and County
  - We are required to submit this information to the state every year.

**Make sure to SAVE each form as you go.** As you update your forms, please note that the changes will not be reflected on your account immediately. The changes are sent to the office to be verified, and then they will appear on your account.

Troubleshooting...

- ❖ You must enter the school's district code each time you log in: **HOL-TN**
- ❖ Explorer, Firefox, and Safari work with RenWeb, **not** Google Chrome.
- ❖ Current families with **new students** entering the school will need to add information about their new student - they will be enrolled and enabled on RenWeb after **May 26**.
- ❖ If a parent needs a new individual log in (i.e. In the case of the death of a parent or the divorce of parents), please contact Amanda Kreh (kreh@holynosary.edu). She'll need to make those changes manually.

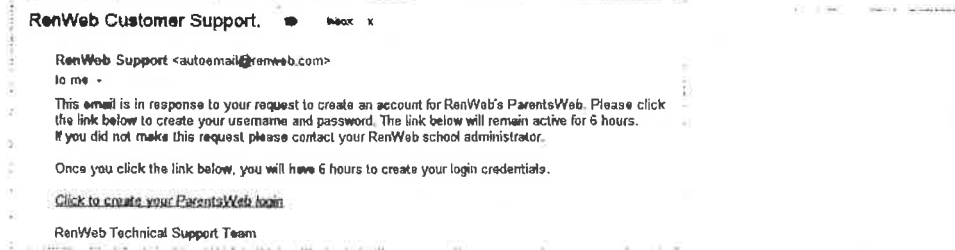
# Accessing ParentsWeb

**RenWeb School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**RenWeb's ParentsWeb** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in RenWeb.
- In Internet Explorer, Firefox, or Safari, go to [www.renweb.com](http://www.renweb.com) and click **Logins**.
- Type the school's **District Code** HOL-TN
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and **RenWeb Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****	*****	<input type="button" value="Save User Name and/or Password"/>

Click **Save User Name and/or Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	cjohnston	*****	*****	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.

Family Name \_\_\_\_\_

2016-2017

**TURN IN THIS FORM ON REGISTRATION DAY, JUNE 1**

Please refer to [holyrosary.edu/registration](http://holyrosary.edu/registration) for all policies listed below.

	Name	Signature of Person Financially Responsible for buying lunch for this child
Student 1		
Student 2		
Student 3		
Student 4		
Student 5		

\_\_\_\_\_ I would like to volunteer at Holy Rosary this year. I understand that a Profile Form must be on file in the office in order for me to volunteer. Please check the area(s) where you would like to volunteer.

Parent/Guardian Name

Deliver soda tabs to Ronald McDonald House	
Help with the Book Fair (setup, sales, cleanup)	
Serve on the Home & School Executive Committee (dinners, fundraisers, etc.)	
Hospitality (assist with various school receptions)	
Assist with the Farm to Table program	

\_\_\_\_\_ My child(ren)'s work and/or photographs may be used or published by Holy Rosary Academy during the 2016-2017 school year.

Initial

\_\_\_\_\_ My child(ren) can participate in WHRA news broadcasts with the understanding that the news broadcast will be published on the Holy Rosary website.

Initial

*In the event of an accident or illness, I understand that every reasonable effort will be made to contact the parent or emergency contact immediately. However, if I am not available and a contact person cannot be reached, I authorize the school authorities to secure emergency medical care as needed.*

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Parent/Guardian

*Although Catholic Schools attempt to meet the needs of our students, we are often not equipped to deal with students with severe learning disabilities. In the event that we discover that we cannot adequately meet this child's needs, we will notify his/her parents immediately. At the same time, we ask all parents to supply any pertinent medical, social/emotional, or psychological information having impact on the school's ability to provide for the child's special needs.*

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Parent/Guardian

*I acknowledge that I have read, understand, and agree to all the terms outlined in Holy Rosary Academy's Family Handbook, BYOT, and Technology Acceptable Use Policy. These policies may be found on the HRA website.*

\_\_\_\_\_  
 Student 1 Signature   Student 2 Signature   Student 3 Signature   Student 4 Signature   Student 5 Signature

Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Parent/Guardian

SCHOOL NAME Holy Rosary Academy DATE \_\_\_\_\_ DIOCESE Diocese of Nashville

**DIOCESAN ADVOCATES, INC.  
ANNUAL INCOME ELIGIBILITY PARENT SURVEY**

**Erate Funding Year 20**

RETURN IN A SEALED ENVELOPE TO SCHOOL PRINCIPAL

Please complete and return the survey below. In order for this survey to be considered a valid measure, **the survey must be returned to the principal even if your income does not meet any of the criteria.** The purpose of this survey is to collect data that will be used to determine the school's federal funding allocation. Use the chart below to find your family size. Family size may include a foster child, an emancipated youth or a special education student over age 18. *If you are paid on a weekly or monthly basis, please multiply that amount by the number of weeks or months actually worked each year to determine your "Annual Gross Income."*

**PLEASE CIRCLE HOUSEHOLD SIZE IN TABLE BELOW:**

Household Size	Annual	Month	Twice Per Month	Every Two Weeks	Week
1	\$ 21,590	\$ 1,800	\$900	\$ 831	\$416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66, 656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
For each additional family member, add:	+7,511	+626	+313	+289	+145

<b>Example:</b>	<b>Family Size</b>	<b>Annual Income</b>
	4	\$44,123
	8	\$74,167

**Please circle your answer**

- |   |     |    |
|---|-----|----|
| 1. If your family income is the <u>same</u> or <u>less</u> than the amount shown on the chart beside your family size, circle YES. If more than the amount shown, circle NO and move to the bottom portion. | YES | NO |
| 2. Is your family eligible for food stamps?   | YES | NO |
| 3. Are you receiving public assistance? Food stamps, or TANF (formerly AFDC)  | YES | NO |
| 4. Are any of your children eligible for the "Medicaid" program?  | YES | NO |
| 5. Are you receiving full scholarship <u>based on need</u> for your child/children?   | YES | NO |
| 6. Are you receiving free or reduced tuition for your child/children?   | YES | NO |
| 7. Does your family live in a housing project or have poor housing conditions?  | YES | NO |
| 8. Do you have an unusual financial burden? If yes, please explain: (If necessary use back of page)   | YES | NO |

**FAMILY NAME (PRINT):** \_\_\_\_\_

**FAMILY ADDRESS:** \_\_\_\_\_

**PUBLIC SCHOOL DISTRICT IN WHICH YOU RESIDE:** \_\_\_\_\_

List the name of all school age children living in your home, including which school they attend and their grade level.

NAME OF CHILD	NAME OF SCHOOL	GRADE LEVEL



# Holy Rosary Academy ESCAPE

(615) 883-9047

## Extended School Care Policy

**Eligibility:** Students must be enrolled at Holy Rosary Academy.

**Enrollment:** A \$30 family enrollment fee must be paid. The attached agreement must be signed and returned with this fee.

**Fees:** Fees are to be paid weekly. If the account falls more than two weeks behind, enrolled children on the account will not be eligible to attend ESCAPE until the balance is paid. If the account falls more than one month behind, enrolled children on the account will not be eligible to attend ESCAPE for the remainder of the school year. There is a \$30 returned check fee.

**Hours: School Days:**  
**PreK** 3:00-5:30 PM  
**Grades K-8** 6:30-7:15 AM, and 3:00-6:00 PM

**Hours: Inclement Weather:** Check with radio/TV for possible closings. TV and radio announcements will specify between ESCAPE and Holy Rosary Academy closings. When HRA closes early due to inclement weather of any kind, ESCAPE is also closed. All students must be picked up at the announced dismissal time.

**School Year Closing Dates:** ESCAPE is closed during all school holidays and breaks. Dates are listed on the school calendar.

**Arrival/Pick-Up:** Children can be cared for ONLY during the hours stated above. Regardless of the reason, when a parent picks up a student after 6:00 p.m., there will be a \$2.00 per minute per child late fee. On the 4<sup>th</sup> late pick up the child(ren) will not be eligible to attend the ESCAPE program for the remainder of the school year. Never pick your child up without the staff's knowledge. Sign them out each day. If someone else is picking your child up from ESCAPE, please send a note with your child giving permission for them to go home with someone else. If you would like for ESCAPE staff to dismiss your child to attend a school-sponsored activity, please send one note with your child identifying where they are going and which dates and times are involved. *Ex: My child will be playing basketball for the next six weeks on Mondays at 4:30. Please allow them to leave ESCAPE and go to basketball practice.*

**Illness/Medication:** If a child becomes ill at the program, parents will be called to pick up the student. Parents must pick up their child immediately after receiving the call due to health regulations.

\*Bathroom Accidents: Staff will allow children with wet accidents to change clothes, but for any other bathroom accidents, you will be called to come and take your child home. Your child may return to ESCAPE the following day.

**Emergencies:** Each parent is responsible for keeping the emergency information listed in RenWeb current. This includes all work, cell, and home phone numbers. It is imperative that the staff be made aware of any medical conditions. In case of an emergency at school, if none of the persons listed in RenWeb as an emergency contact can be reached, the child will be taken to Summit Hospital for treatment (at your expense).



**Outdoor Play:** The children will go outside every day except in extreme weather. Please dress children accordingly. Children must have a jacket or coat on cool weather days. Please keep in mind the weather may be forecasted to change during the day.

**Daily Activities:** A snack will be provided each day after attendance has been checked. Children may bring their own snacks. Grades 3-8 will have supervised homework time Monday through Thursday. Children may change into tennis shoes for outside play, but they may not change clothes.

**Communication:** No verbal messages should be sent by a child. A written note or phone call (after school hours, call the **ESCAPE # 615-883-9047**) should be used if communication between parent and staff is necessary. If a situation should arise and you need to speak to a staff member, please do so immediately by contacting the staff member who was on duty at the time of the situation.

**Liability:** Liability for acts of the child while he/she is under the care of ESCAPE is the parent's responsibility. The program is not liable for accidents or illnesses occurring to the child while he/she is in ESCAPE's care.

**Discipline:** Positive methods of discipline will be used to encourage acceptable behavior. When a child's behavior causes a problem, the staff will discuss the behavior with the child. If necessary, the child will be removed from the group for time out. If the problem continues, the parent will be contacted. If a child is causing physical harm to another child or staff member, his or her parent will be contacted and will be required to pick up the child immediately. Any child(ren) with continued harmful or disruptive behavior will be not be eligible to attend the ESCAPE program for the remainder of the school year.

**Program's Responsibility:** In return for the sum which the parent agrees to pay, the program will give regular care to the child during the previously listed times. The program will notify the parents of illnesses or exposure to contagious diseases. The program will exercise reasonable care and judgment in all matters related to the safety and welfare of the child. The program will treat your child as a person worthy of the dignity and respect God bestowed upon him in creating him.

**Tuition Policy:** If Holy Rosary Academy tuition and fees are not kept current, the student will not be permitted to attend the extended school care program (ESCAPE).

### ESCAPE Fees

#### Mornings Only

**K-8** 6:30-7:15 AM

1 child - \$15/week  
2 children - \$25/week  
3 children - \$30/week

#### Afternoons Only

**K-8** 3:00-6:00 PM

1 child - \$45/week  
2 children - \$70/week  
3 children - \$90/week

#### Afternoons Only

**PreK** 2:30-5:30 PM

1 child - \$55/week  
2 children - \$80/week

#### Mornings & Afternoons

**K-8**

1 child - \$55/week  
2 children - \$85/week  
3 children - \$105/week

#### Drop-Ins (less than 3 days)

\$3 per morning per child  
\$20 per afternoon per child  
\$25 per day per PreK child

#### Snow Days (when available)

(7:00 AM opening - 5:30 PM closing)  
\$30 per day per child

There is a \$2.00 per child, per minute charge for late pick-up (after 6:00 PM).

\* Rates cannot be divided by days attending. If you do not pay the full-time rate, you must pay \$20 per day for days used. We reserve the right to amend the policy as need arises. You will be given ample notice of such changes.

# Holy Rosary ESCAPE Agreement

By signing this, you acknowledge that you have read and agree to all ESCAPE policies and wish to enroll your child in ESCAPE.

**Please do not send in this page without the \$30 registration fee.**

- ❖ *As a parent or guardian, I have read the policy and agree to follow the guidelines.*
- ❖ *I will keep my emergency information up to date in RenWeb.*
- ❖ *In the event of accident or illness, I understand that every reasonable effort will be made to contact the parent or emergency contact person immediately. However, if an authorized contact person cannot be reached, I authorize program authorities to secure medical care as needed.*
- ❖ *I understand my child must be picked up by 6:00 pm. After the 4<sup>th</sup> late pickup my child(ren) will not be eligible to attend the ESCAPE program for the remainder of the school year.*
- ❖ *I will keep my payments current. If the account falls more than two weeks behind, enrolled children on the account will not be eligible to attend ESCAPE until the balance is paid.*

**Enrolled children's names:**

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**Parent/Guardian names (please print):**

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**Signature of Parent/Guardian who is responsible for paying ESCAPE tuition:**

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**Date:**

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**Sign and return this page with the \$30 registration fee.**