



Dear Prospective Saint Ambrose Academy Family,

We are honored by your interest in becoming a part of Saint Ambrose Academy (SAA)! Attached you will find the application for the 2020-2021 school year. We will continue to meet at our current location, the former Saint Bonaventure school building (2001 Mt Royal Blvd, Glenshaw, PA 15116) on Monday and Wednesdays.

All applications are to be submitted no later than **August 1st, 2020**. All returning families to re-enroll by April 1st, 2020 will not be subject to an application fee.

Please note that applications will be processed and interviews of new families will follow.

We ask that you include a one time, non-refundable application fee per family with your completed application (See Page 5).

Once you have completed your application, please mail to:

Saint Ambrose Academy

201 Brown Road

Wexford, PA 15090

We are looking forward to all that God has planned for our third year at Saint Ambrose Academy!

Blessings,

Erica Paul & Anna Utley

Saint Ambrose Academy Application: 2020-2021 SCHOOL YEAR

FAMILY INFORMATION

Father's Name: _____

Father's Email: _____

Father's Phone: _____

Father's Address: _____

Mother's Name: _____

Mother's Email: _____

Mother's Phone: _____

Mother's Address: _____

Family's Church: _____

STUDENT INFORMATION:

Student 1:

Name: _____

Birth Date & Age: _____

Grade level for 2020-2021 school year: _____

3 words to describe student's personality:

Student 2:

Name: _____

Birth Date & Age: _____

Grade level for 2020-2021 school year: _____

3 words to describe student's personality:

Student 3:

Name: _____

Birth Date & Age: _____

Grade level for 2020-2021 school year: _____

3 words to describe student's personality:

Student 4:

Name: _____

Birth Date & Age: _____

Grade level for 2020-2021 school year: _____

3 words to describe student's personality:

Student 5:

Name: _____

Birth Date & Age: _____

Grade level for 2020-2021 school year: _____

3 words to describe student's personality:

Please list any allergies (food or otherwise) your child(ren) may have. Is an EpiPen required?:

Please note any medical issues your child(ren) has that a teacher should be made aware of:

Please share any other information about your child(ren) you feel a classroom teacher should know:

ADDITIONAL INFORMATION:

1. Why do you want your child to attend Saint Ambrose Academy?

2. How did you hear about Saint Ambrose Academy?

3. Please review the following documents, and initial all that you as the parent and the student(s) agree with:

1. Statement of Faith _____
2. Student Discipline Policy _____
3. Student Dress Policy _____
4. Mission & Family Agreement _____
5. Parent Volunteer Agreement _____
6. Parent Responsibilities & PA Homeschooling Requirements _____
7. 2020-2021 Academic Schedule & Class Offerings _____

I have read and I understand the Saint Ambrose Academy mission and agree with the aforementioned documents. As a member of Saint Ambrose Academy, I/we the student(s) my family will abide by the listed practices. (Please sign and date.)

Signature(s)

Date

FINANCIAL COMMITMENT:

Please Note: Financial commitments are binding for the entire school year. This holds for students who withdraw anytime during the school year, whether the second week or mid-year. Please indicate below which grades you are financially committing to for the 2020-2021 academic year. Additionally, please include a separate check with the appropriate application fee (see below):

<input type="checkbox"/> Montessori (Pre-K & K) Class**, \$1,200.00	<input type="checkbox"/> 1 st Grade, \$1,975.00	<input type="checkbox"/> 5 th Grade, \$1,975.00
<input type="checkbox"/> Classical Kindergarten, \$1,200.00	<input type="checkbox"/> 2 nd Grade, \$1,975.00	<input type="checkbox"/> 6 th Grade, \$1,975.00
	<input type="checkbox"/> 3 rd Grade, \$1,975.00	<input type="checkbox"/> 7 th Grade, \$1,975.00
	<input type="checkbox"/> 4 th Grade, \$1,975.00	<input type="checkbox"/> 8 th Grade, \$1,975.00
		<input type="checkbox"/> 9 th Grade, \$2,100-\$2,600***

**If we have enough enrollment, SAA will be offering a second session in the afternoon in order to support all families. Please note your preferred Montessori class time below (Morning, Afternoon or Either). We cannot ensure, however, that you will get the time requested.

***9th Grade tuition will be dependent upon enrollment and classes offered. All efforts will be made to keep it as low as possible.

Non-refundable application fees and deadlines:

April 1st	June 1st	August 1st or later
Returning families, \$0	Returning Families, \$50	All families, \$100
New families, \$50	New Families, \$75	

I agree to pay this student's (these students) tuition amount by:

paying in full with a check

paying in 10 monthly installments (Due by the 10th of each month, August through May.)

Please note that an additional 25% fee will be added if payment is received past the due date.

CONTRACTING SIGNATURE

By signing my full name below and submitting this form, I certify this application is correct. I understand my financial and parental commitment. I agree to faithfully meet my obligations to Saint Ambrose Academy. I have read, understand, and agree with the school's guidelines and policies as set forth in this registration packet and accompanying documents pertaining to my role as a parent.

Signature

Date

Please Print Name: _____

PLEASE ONLY PRINT PAGES 1 -5, 10 TO SEND WITH YOUR APPLICATION FEE TO SAA!

1. STATEMENT OF FAITH

Saint Ambrose Academy is a Catholic organization. Please thoroughly read our Statement of Faith. We believe Christ is the source of all knowledge and truth, therefore Catholic doctrine, morals, and culture will be a core part of all classes with SAA. Enrollment in this organization requires that each student fully acknowledge and abide by the statement below.

I believe in one God, the Father Almighty, maker of heaven and earth, of all things visible and invisible.

I believe in one Lord Jesus Christ, the Only Begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through Him all things were made.

For us men and for our salvation, He came down from heaven, and by the Holy Spirit was incarnate of the Virgin Mary, and became man.

For our sake He was crucified under Pontius Pilate, He suffered death and was buried, and rose again on the third day in accordance with the Scriptures.

He ascended into heaven and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead and His kingdom will have no end.

I believe in the Holy Spirit, the Lord, giver of life, who proceeds from the Father and the Son, who with the Father and Son is adored and glorified, who has spoken through the prophets.

I believe in one holy, Catholic and apostolic Church.

I confess one Baptism for the forgiveness of sins and I look forward to the resurrection of the dead and life of the world to come.

I acknowledge the authority of the Magisterium of the Holy Catholic Church in Rome and I affirm the entire deposit of faith without reservation.

I believe in the sanctity of marriage and all human life, from conception to natural death.

2. STUDENT DISCIPLINE POLICY:

Saint Ambrose Academy believes the primary responsibility of disciplining a child to be that of the parents. However, when a child is under the care of the academy, we are honored to thoughtfully assume the role of guiding, encouraging, and correcting children as part of the partnership we have with families. The intention of all disciplinary measures is to treat each child with dignity while giving them the opportunity to learn. The Academy will work with parents and students to establish individual behavior plans when deemed necessary. However, as a general guideline for classroom management, the following procedure has been established for handling disruptive or inappropriate student behavior (Consequences for misbehavior may include the following and will increase in level depending on the severity of the behavior, or if it is a habitual or repeated offense):

1. Private verbal reminder of appropriate behavior by the teacher or other adult
2. Reporting of incident to parent (by a note, private conversation, or email)
3. Meeting with parents and student to develop individual behavior plan for continued disruptive or challenging classroom behavior

4. Additional consequences for continual misbehavior may include a confession and apology to the offended person/teacher verbally and/or in writing. Possibly a confession and apology to the entire class. Continued misbehavior, or first time offenses of certain behaviors listed below, may result in suspension or expulsion from SAA.

Student behavior requiring disciplinary action could include but are not limited to the following:

1. Inappropriate speech
2. Inappropriate conduct (either harmful, sexual, or altogether negligent) whether to oneself, with another student, or with property belonging to another.
3. Bullying of any kind
4. An inability to meet the academic standard
5. Accumulated absences that affect the dynamics of the classroom
6. Plagiarism and/or cheating
7. A consistent neglect of dress standards
8. Inappropriate speech or conduct
9. Any action which breaks state or federal law
10. Any conviction by a state or federal court
11. Consistent disruption of the class, affecting the learning environment of fellow students

Saint Ambrose Academy desires to manage student behavior in accordance with what the teacher understands to be the parents' wishes. That said, the Academy reserves the right to suspend or expel a student from class for any length of time deemed necessary due to behavior that does not meet the standards of the Academy.

3. STUDENT DRESS POLICY

Expectations for dress are as follows:

In an effort to take the most cost effective route, families may purchase uniforms from any store (new or used).

Please note this is for grades 1st-9th only. The students in the Montessori and Classical Kindergarten Class are not required to wear uniforms nor school colors.

Girls:

Skirts/Pants: Navy (only) pleated jumper OR navy (only) pleated skirt, may wear navy or khaki pants OR navy or khaki shorts as well. No denim nor athletic wear. Plain (not printed) leggings are acceptable under skirts and jumpers

Shirts: White, light blue or navy polo (long or short sleeve) OR white or light blue collared blouse (long or short sleeve)

Tights/Socks: *Optional* solid white or navy socks, knee high white or navy socks or footed tights white or navy

Shoes: Any dress shoes OR tennis shoes (no lights nor wheels)

Sweaters: *Optional* White, navy or burgundy sweaters

Boys:

Pants: Navy or khaki dress shorts OR navy or khaki dress pants with a black or brown belt, no denim, leggings nor athletic wear

Shirts: White, light blue or navy polo (long or short sleeve) OR white or light blue oxford (long or short sleeve)

Socks: *Optional* Solid white or navy socks

Shoes: Any dress shoes OR tennis shoes (no lights nor wheels)

Sweaters: *Optional* White, navy or burgundy sweaters

Note: Children (1st through 7th) may change for physical education class and can wear any clothing appropriate for physical activity.

4. MISSION & FAMILY AGREEMENT

MISSION:

Saint Ambrose Academy aims to create a unique support space for Catholic homeschooling families in and around the Pittsburgh area and foster a spirit of community among participating families. Saint Ambrose Academy will meet twice weekly for classes implemented by qualified instructors in order to educate children in a classroom setting in partnership with their parents at home as a Catholic hybrid school.

FAMILY AGREEMENT:

Saint Ambrose Academy (SAA) is a Catholic academic homeschool support program established to assist families in the character formation and education of their home schooled children. SAA utilizes the established curriculum of Mother of Divine Grace in most subject areas taught by qualified homeschool educators with classes meeting on Mondays and Wednesdays. Saint Ambrose Academy is not identified by the State of Pennsylvania as a school; therefore, it is imperative that the academy and parents work closely to ensure proper registration status as a homeschooled student. Likewise, as a Catholic institution of education, the academy expects a close partnership with parents to ensure the student is maturing adequately throughout the school year. Monday's and Wednesday's the teacher will follow the provided curriculum with the plan that the lesson will be continued at home Tuesdays, Thursdays and Fridays. Each teacher will communicate on school days if they are ahead or behind on the shared schedule. Simple and consistent communication should make the partnership feasible. Parents are responsible for continuing the lessons at home as specified by the teacher and curriculum. Each family will be required to purchase all necessary books and materials for their child's corresponding grade before the start of the academic year. In addition to purchasing the books listed for their grade; each family will be encouraged to purchase a syllabus (approximately \$30) from Mother of Divine Grace School for their child's grade (requirement depends upon grade level). The syllabus will help the parents follow along with the schedule the teacher plans to follow. Having your own syllabus will ease the transition between in-class learning and in-home learning.

Our two-day per week program offers mathematics, science, literature, writing, history, and more. Instructors may provide follow-up assignments, additional reading, and projects to be completed at home on Tuesdays, Thursdays, and Fridays in addition to those days lessons. It is the parents' responsibility to help students complete assignments at home on those days as well as complete their lessons allotted for those days. Please note our goal is to have as minimal amount of work outside of the classroom but may be necessary to keep up with the curriculum.

Classes at Saint Ambrose Academy are kept small, allowing the instructors to easily monitor the progress of each individual student. While we do not fully adhere to all elements of the syllabi for each grade level we do our best to implement the key formation goals of each stage of learning. MODG's full curriculum was intended for a one on one approach, therefore not all recommendations are applicable or ideal in our type of hybrid setting.

Saint Ambrose Academy works with a MODG trained advisor who reviews the curriculum selections for each grade level ensuring we cover the necessary subject areas as well as meet the formation goals of each particular learning stage.

Please note that SAA is not an affiliate of Mother of Divine Grace (MODG), we follow their syllabi both in the classroom and at home, as it is an excellent academic and solidly Catholic program. While Mother of Divine Grace is an accredited program, SAA itself is not independently accredited. Families can dual enroll at any time they deem beneficial. We feel that dual enrollment would be most valuable at the Highschool level if it is the family's desire to obtain a diploma from an accredited institution. An accredited diploma, however, is not required in order for any student to graduate, both transcripts and a diploma can be generated by the home educator.

SAA is faithful to the Roman Pontiff, the Vicar of Christ on Earth, who is the universal Teacher in matters of faith and morals. We follow the Magisterium of the Roman Catholic Church as our foundation and guide in all our functions and activities. We are sustained and nourished by the Holy Sacrifice of the Mass and the True Presence of Jesus Christ in the Holy Eucharist. We seek the wise counsel of the Blessed Virgin Mary, our heavenly mother and ask her protection and intercession for our families.

“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children.”

Taken from Pope John Paul II’s encyclical FAMILIARIS CONSORTIO

As a group, we understand and accept that disruptions to the schedule may occur because of sickness, absence, weather, traffic, family issues, etc. As homeschoolers, we understand the desire and need for flexibility. Everyone in the group will strive to be sensitive and accommodating in any extenuating circumstances, however, that said, if your child(ren) are absent you will be expected to carry out that days class work/lesson at home. No refund for missed days will be provided, including days cancelled for weather. If the number of snow/weather cancellations exceeds 4, a partial refund for any additional days will be issued.

ADDITIONAL CONSIDERATIONS:

While we would love to be able to support children of all abilities, unfortunately Saint Ambrose Academy is currently not equipped, as some schools are, with the appropriate staff nor the aids and resources to be able to support the unique needs of students with severe learning disabilities or those who have severe behavioral problems. We realize this is a very sensitive subject, but we want to make this issue clear in the most respectful way possible as it would be a disservice on our part. Like any child, they deserve the best educational environment available to meet their individual needs. We ask that you please take this into consideration when applying. In the best interest of all the students, the academy will work closely with the parents of a struggling child and exhaust all available resources within the framework of our mission. Ultimately, our intent and purpose is to provide an equal education for all students in the classroom; therefore, St. Ambrose Academy maintains the right to forego the teaching and overseeing of a child’s education if it is determined the child cannot meet the requirements of either the classroom and/or academy.

5. PARENT VOLUNTEER AGREEMENT

In order to keep tuition costs at a minimum, Saint Ambrose Academy has a cooperative element. Families are expected to complete approximately 15 volunteer hours (which may decrease or increase depending on enrollment) annually for their

first child involved, as well as a possible 5 additional hours for each subsequently enrolled child. The requirements for fulfilling these hours include, but are not limited to; Filing, tours, nursery staff backup (i.e. care of children of teachers in the nursery), substitute teacher backup, lunch room duty (for those who do midday pick-up or drop-off) and cleaning hours (completed at the end of the school day, 30 minute time slot)). Other hours are earned by signing up for various needs as they arise.

As a parent of a child at Saint Ambrose Academy, I agree to the following (No exceptions will be made):

I will fulfill all of my volunteer requirements. I will arrive no later than 5 minutes before my scheduled service time. I will find a substitute if I will be absent.

I bring to SAA a servant's heart, realizing that I may be needed (or called upon) to help in an area that is not my scheduled service requirement. I will make every effort to help during these times.

I understand that there are specific substitute teachers aligned for the academic school year but realize that I may be called upon to substitute teach in my child's grade in the event that a teacher is absent and a substitute teacher is unavailable. This will count towards my overall volunteer requirement and childcare will be provided for my unenrolled children (Note: nursing and young children can stay with you, the parent).

With all children's safety and well-being in mind, I will complete Protecting God's Children through the diocese and obtain the necessary volunteer clearances before my volunteering hours are scheduled.

In addition to the aforementioned volunteer hours, my family agrees to participate in one, possibly two, fundraisers throughout the academic year for Saint Ambrose Academy.

6. PARENT RESPONSIBILITIES & PENNSYLVANIA HOMESCHOOLING REQUIREMENTS

SAA will help guide families through the process, but official filing of paperwork, and the completion of hours not done at SAA will be the sole responsibility of parents. A summary of the year and what the state of Pennsylvania requires from homeschooling families (and how SAA will partner with families) is as follows. Please see our recommendations below and be sure to keep up with current PA Law to assure that you and your family are meeting the necessary requirements. Please note that links to forms and/or additional resources will be provided on the SAA website as an aid to families.

When Must I Do What?

ITEMS TO DO PRIOR TO STARTING HOMESCHOOL

When do I have to file documents with my school district?

* For a child that has never been in a school situation - Nothing must be done until they turn legal school age (currently age 6).

* For a child that has been in a public school situation (not including kindergarten) - The documents must be filed prior to starting homeschooling.

* To continue homeschooling after filing once, you must file your new documents each year by **August 1st** to the superintendent or their designated representative of your local school district.

What documents must I file?

* A completed affidavit that has been notarized. Please note that parents will be named the supervisor of the student's education in this document.

* An outline of proposed educational objectives by subject areas for the level of instruction for each student. (If you have a child that has been labeled as special needs, then the program of a special needs child must address the child's needs and be approved by a certified special education teacher or a licensed clinical or certified school psychologist.)

* Evidence of the child's immunization and health and dental care OR an exemption due to religious beliefs or a medical exemption.

Secure an evaluator that will be willing to do your child's evaluation at the end of the year.

* Make sure he/she is in agreement with your philosophy of home education.

WHAT YOU MUST DO DURING THE SCHOOL YEAR

* Keep a contemporaneous log - "A log, made contemporaneously with the instruction, which designates by title the reading material used" – Put simply: a listing of the titles of reading materials used and samples of work should be included as part of the portfolio.

* Keep track of EITHER the number of hours spent in schooling time (900 hours elementary - 990 hours secondary) OR the days spent in schooling (Must meet 180 days). You are required to complete either the hours requirement OR the days requirement, not both.

* Standardized tests must be taken in grades 3, 5, and 8. Proof of testing must be submitted to the Evaluator in the form of testing scores to be included with the student portfolio.

WHAT YOU MUST DO AT THE END OF THE SCHOOL YEAR BY JUNE 30

* Have a qualified evaluator of your choice give written substantiation that appropriate education is occurring. "Appropriate education" is defined in the law as "a program consisting of instruction in the required subjects for the time required in this act and in which the student demonstrates sustained progress in the overall program."

Please note it is SAA's hope to provide a qualified evaluator(s) pending availability to complete portfolio reviews (to be paid for by the parent) however, parents can also opt to use an independent evaluator of their choice. Parents are required to collect all work samples for the portfolio.

What is required for the evaluation itself? (Please verify this with your selected evaluator)

1. A portfolio that includes samples of the student's work and a log of reading materials made contemporaneously with instruction.

2. Any required standardized test scores required by the homeschool law. (Must be done in the 3rd, 5th, and 8th grade years).

What is required for submission to the school district?

* Submit the following items to the superintendent of your school district by **June 30th**.

1. A copy of the evaluation

7. 2020-2021 ACADEMIC SCHEDULE & CLASS OFFERINGS

Academic Schedule:

Please note that SAA will still meet, unless otherwise noted, on all minor holidays that fall on a Monday.

SUMMER/FALL/WINTER 2020

4/1: Last day for early registration

6/1: Last day for registration

8/1: Last day for late registration

8/TBD: Openhouse, Meet the teachers

8/31: Use this week to familiarize yourself and student(s) with the curriculum

9/9: First day of classes at SAA (Must be ready for Week 1, Day 3 of the syllabus)

11/23-27: School closed (Thanksgiving Holiday)

11/30: Resume classes at SAA

12/21-1/1: School closed (Christmas Holiday)

WINTER/SPRING 2020

1/4: Resume classes at SAA

2/15-2/19: School closed (Winter Break)

3/29-4/9: School closed (Easter Holiday)

4/12: Resume classes at SAA

5/26: Final day of classes at Saint Ambrose Academy!

Class Offerings:

***Please note that the following offered classes as well as grade levels are dependent upon enrollment as well as finding qualified teachers. If not enough students enroll, SAA will be unable to offer all listed grade levels and/or subject offerings for the 2020-2021 academic year.** Additionally, the following offered classes are subject to change if more or less time is needed in certain areas. Additionally subjects are not listed in any specific order and not all subjects will receive the same amount of instruction time.*

Montessori Pre-K & K

(Morning Session - Start time of 8:50AM)

(Afternoon Session - Start time of 11:25AM)

**Times subject to change*

The Montessori Method of education, developed by Maria Montessori, is a child-centered educational approach based on scientific observations of children from birth to adulthood. Montessori's method has been used for over 100 years in many parts of the world. The Montessori method views the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared learning environment. It is an approach that values the human spirit and the development of the whole child—physical, social, emotional, cognitive.

Saint Ambrose Academy recommends children start the Montessori class when they are around the age of 3 in order to progress through the 3 year cycle by 1st grade. SAA will accept NEW students ranging from the following: 2 year-olds who turn three mid/late fall up to 4 year-olds. All students in the Montessori class must be potty trained as well as be able to follow simple instructions. Since the Montessori method works best when children are introduced at an early age, we

will not be accepting NEW 5 and 6 year-olds to our Montessori class (unless they have had prior Montessori schooling and meet with our Montessori teacher). In order to be able to support all families, we are offering a wonderful classical kindergarten class following the Mother of Divine Grace curriculum for those who fall within this category.

Morning - Day 1 & 2

2.5 hour Montessori Block
Physical Education

Afternoon - Day 1 & 2

Physical Education
2.5 hour Montessori Block

Note:

1. Please arrive 10 minutes prior to your child’s class (8:40 AM and 11:15 AM respectively). All Pre-K and K students must be walked into the school, taken to the restroom and then dropped off in their classroom.

Classical Kindergarten

8:50AM to 12:25PM

**Times subject to change*

Day 1 & 2

Religion
Math
Literature
Writing
Poetry
Art
Music
Physical Education

Note:

1. Please arrive 10 minutes prior to your child’s class (8:40AM). All Kindergarten students must be walked into the school, taken to the restroom and then dropped off in their classroom.
2. Subjects offered depend upon enrollment numbers and time allotment.

1st Grade

8:45AM - 2:40PM*

Day 1 & 2

Math
Handwriting
Religion/CGS
Poetry
Science
Geography/History
Phonics/Reader Program
Music or Art Class
Lunch
Physical Education

2nd Grade

8:45AM - 2:40PM*

Day 1 & 2

Math
Handwriting
Religion/CGS
Poetry
Science
Geography/History
Phonics/Reader Program
Music or Art Class
Lunch
Physical Education

3rd Grade

8:45AM - 2:40PM*

Day 1 & 2

Math
English/Grammar
Geography/History/Literature
Religion/CGS
Science
Music or Art Class
Lunch
Physical Education
Intro to Latin/Greek

4th Grade

8:45AM - 2:40PM*

Day 1&2

Math
IEW/Grammar
History/Literature
Science
Latin
Lunch
Physical Education
Religion/CGS

5th Grade

8:45AM - 2:40PM*

Day 1&2

Math
IEW/Grammar
History/Literature
Science
Latin
Lunch
Physical Education
Religion/CGS

6th Grade

8:45AM - 2:40PM*

Day 1&2

Math
IEW/Grammar
History/Literature
Science
Latin
Lunch
Physical Education
Religion/CGS

7th Grade

8:45AM - 2:40PM*

Day 1&2

Math
IEW/Grammar
History/Literature
Science
Latin
Lunch
Physical Education
Religion

8th Grade

8:45AM - 2:40PM*

Day 1&2

Math
IEW/Grammar
History/Literature
Science
Latin
Lunch
Physical Education
Religion

9th Grade

8:45AM - 2:40PM*

Day 1&2**

Math
Writing/Grammar
Science
Religion
History/Literature
Language
Lunch
Physical Education

CGS - Catechesis of the Good Shepherd

*Final times and classes will be communicated by the end of August.

**9th grade subjects offered depend upon enrollment numbers and time allotment.