

Seat of Wisdom 2023-2024 Handbook

Uniforms: Light blue collared tops. Navy or khaki bottoms (skirts, shorts, pants)

Parent involvement: All parents are required to contribute in some fashion to the running of Seat of Wisdom. You can teach a class or you can serve in one of the following capacities:

Organizer of Liturgically Based Celebrations (which include):

September—Michaelmas

October—Our Lady of the Rosary

November—All Saints’

December: Our Lady of Guadalupe/Immaculate Conception/St. Lucy

January: Epiphany/Christmas

February: Mardi Gras

March: St. Joseph/St. Patrick/Annunciation (Lady Day)

May: May Crowning

June: St. John’s Eve

Vice-Coordinator: this person should be in charge if the Coordinator is unavailable. This position can be combined with House Manager if necessary

House Manager: this person should coordinate the cleaning schedule of the house—get families signed up for regular cleaning times, to be responsible for 1) cleaning the house, including bathrooms and sweeping floors, and 2) keeping track of supplies and notifying SOW coordinator of needed supplies, including: cleaning supplies, toilet paper, paper towels, soap, cups, plates, disposable utensils, and napkins

Permanent Cleaning Responsibilities, organized by the House Manager

Please be sure to clean your appointed room regularly, and if you need supplies or anything else, please see the House Manager. We have a supply of cleaning supplies in the house; if you need a cleaning tool that we don’t have, please let the House Manager know.

Kitchen

St. Jane de Chantel

St. Pius V

Downstairs Bath

Upstairs Bath/Hall

Bishops’ Room

St. Stephen Room

St. Catherine’s Room

Downstairs Foyer

St. Stanislaus’ Room

Fund Raising Organizer: Christmas Bazaar and Easter Bazaar; also needs to coordinate the making and collecting of supplies for the Christmas Bazaar

Service Opportunity Organizer: coordinate and plan service opportunities, including: Mercy Mats making; Franciscan Daughters of Mary, Covington; Student for Life and pro-life activities and events; organizing annual walnut collection for Masses for the Dead

Librarian: be responsible for accepting and organizing donations to the library; keeping up with the Curriculum Library upstairs; organizing Continuing Mother Education (CME)

Social Media Librarian: keeping up with SOW's website and Facebook pages

Tuition: Our tuition is used to cover basic expenses, which include insurance and our responsibilities for the upkeep towards St. Athanasius farmhouse, which include monthly utilities and any upkeep related expenses. This year, we are asking each family to contribute one hundred dollars towards these expenses. Payment plans can be worked out as needed; please speak with SOW's coordinator.

Names of age groups:

Holy Innocents (preschool)
Blessed Imelda Lambertini (K, 1, 2)
St. Dominic Savio (3, 4, 5)
St. Isidore of Seville (6, 7, 8)
St. Joan of Arc (high school)

Absence policy: If you need to be absent for any reason, please be sure to 1) let SOW coordinator know, and 2) find a substitute/replacement for your class—please have a back up plan in place and a back up teacher in place to cover for you.

Sick policy: Stay home if fever or vomiting 48 hours before a co-op day

Policy: No adult should be alone with a child who is not the adult's child. No one should be in a room alone with a child with a door closed. Two adults should be present when a child other than the adult's are present. No doors should be closed.

Schedule (year): Seat of Wisdom meets on Fridays, with Mass at 10:00, beginning the first Friday of September and running through the first Friday in May. Third Fridays of the month are reserved for Field Trips/Service Trips

Cell Phone Policy: No student should have a cell phone at Seat of Wisdom. If a child is found using a phone during a class, the teacher has the right to take the phone and either 1) give it back at the end of class, or 2) give it to the safe-keeping of the child's parent.

Reimbursement Procedures: if you need items or supplies for your class. Please check with SOW's coordinator; once given the all clear, please purchase needed items. Please give the receipt to the coordinator, and she will reimburse you for your expenses.

Cottage School Partnerships: this year, Seat of Wisdom has entered into partnership with three cottage schools: Blessed Portillo, in Lawrenceburg; Chi Rho, in Danville; St. Thomas Academy, in Lexington. These partner schools will be offering core curriculum two to three days a week; their students are invited to participate with Seat of Wisdom's Friday activities, including field and service trips.

High school age Volunteers: we will continue from last year a more organized system towards volunteer opportunities for high school aged students. The St. Joan of Arc group will have formal volunteer roles in Seat of Wisdom, which can be used for volunteer hours needed for other projects or to be added to resumes for college applications. SOW's coordinator is happy to write and sign letters of recommendations for these volunteers.

Snow Policy: SOW's coordinator is notoriously reluctant to cancel for snow days. When making the determination to cancel, she checks weather reports, what area schools are doing, what area Catholic schools are doing, and checks with Fr. Fischer to determine conditions at St. Francis de Sales (his word is often the final determinant). She will try to have a final answer by 9:00 on Thursday night before school Fridays. However, if something unforeseen happens during a Thursday night, she will make the final call by 8:00 Friday morning. She will alert the co-op by email, text, and by posting an announcement on the Seat of Wisdom website. If you do not see an email, text, or post by 8:00 Friday morning, school is on and no snow day has been called.

Website: Seat of Wisdom has a new website, www.seatofwisdomky.org. We will be using this as a way of communicating with SOW families this year, with posting of announcements, posting of activities and calendar events, and snow and weather related delays.

Proposed Calendar, 2023-2024

September 1 –Labor Day Weekend/No school

8—First Day of Co-op/Nativity of Our Lady

15

22

29—Michaelmas

October 6—Our Lady of the Rosary

13

22

27

Oct 31/Nov 1—All Saints’

November 3

10

17

24—Thanksgiving—No School

December 1

9

16

23

30—Christmas—No School

January 5—Christmas—No School

12

19

26

February 2

9

February 13—Mardi Gras

16

23

March 1

8

15—St. Patrick’s/St. Joseph’s

22

29—Holy Week/Spring Break—No School

April 5

12

19

26

May 3—May Crowning

