

# *Visitation of Our Lady Catholic School*

## *Registration Instructions for New Students*

### **Step 1: Complete the Registration Form**

- Be sure to fill in all lines on **both** sides of the form.
- Do not use middle initials; complete middle names are required.
- Complete and sign the emergency/medical information on the **back** of the registration form.
- Provide copies of all necessary documents as well as originals for the document listed below.

### **Step 2: Required Documents**

Your registration form and fee will not be accepted unless copies of the following documents are also included:

#### Required from all students:

- Birth certificate (original & copy)
- Social Security card (original & copy)
- Immunization records (an updated copy)

#### Required if applicable:

- Baptismal certificate (original & copy)
- First Communion certificate (original & copy)
- Church voucher
- Copy of current report card for the 2011 – 2012 school year
- Copies of all previous years' report cards
- Copies of all standardized test scores (applicable for any students registering for 3rd – 8th grades)

### **Step 3: Interview Process**

- A short interview with a school administrator is required to complete the registration process. The registration fee must be paid at this time. If space is unavailable, the fee will be returned.

#### ***Pre-Kindergarten and Kindergarten Students' Age Requirements***

For those students entering pre-kindergarten or kindergarten, please note the following:

Pre-K 3	Students must be three (3) years old on or before September 30, 2012.
Pre-K 4	Students must be four (4) years old on or before September 30, 2012.
Kindergarten	Students must be five (5) years old on or before September 30, 2012.

#### ***Pre-Kindergarten Full Day/Half Day Program***

For those students registering for pre-kindergarten, please indicate either full day or half day in the blank under the grade. A change in this status at a later date can only be granted if space is available. This change will incur a \$25 change of status fee.

Thank you for considering enrollment at Visitation of Our Lady Catholic School. We are certain that your child can benefit from the many programs that we offer. Please review this folder of information concerning our school philosophy, procedures, programs and registration process. Listed below is an outline of important information necessary to complete the registration process.

<b>Registration Dates</b>	New student registration is February 27 ~ March 2 from 9:00 a.m. until 2:00 p.m. each day in the school cafeteria.
<b>Registration Process</b>	Parents should report to the school cafeteria with the completed registration form and copies of all required documentation. Please be sure you have all necessary documents listed in Step 2 on the registration instruction sheet. We cannot accept your registration if you are missing any required documents. Parents will be interviewed by a school administrator.
<b>Required Documentation</b>	Include <u>originals</u> and <u>copies</u> of the child's birth certificate, social security card, Baptismal certificate and the 1 <sup>st</sup> Communion certificate if applicable. Also include <u>copies</u> of the immunization record, all previous report cards and the current report card, and all standardized test scores. To have a child's status changed from Non Catholic to Catholic all supporting documentation must be forwarded to the school office by March 5 <sup>th</sup> . Tuition rates will not be adjusted after this date.
<b>Church Parish</b>	On the registration form, please fill in the church parish in which you geographically live even if you attend Mass in another parish. This information is needed for an Archdiocesan report.
<b>Acceptance</b>	You will be notified of your child's acceptance within three weeks of registration.
<b>Registration Fee</b>	The registration fee is required at the time of registration. No exceptions. If for some reason your child is not accepted at Visitation, your registration fee will be refunded.
<b>Tuition Rates &amp; Fees</b>	Tuition rates and an explanation of fees for the 2012 ~ 2013 school year are included with this packet. In order to receive the \$300.00 parish support fee, you must be a registered, active, supporting parishioner of Visitation Church. Please refer to the school handbook online for a complete explanation of this fee and the criteria for qualifying.
<b>Church Vouchers</b>	If you qualify for a voucher from another church parish, please bring the voucher to the school office by March 5, 2012. If a voucher is turned in after the March 5, 2012 deadline, this change will incur a \$25 change of status fee. Once the non-parish fee is paid, vouchers will not be accepted.
<b>Tuition Payment</b>	Financing this year will again be available through First Bank & Trust. If you choose to finance your tuition, please remember that the non-parish support fee and the multi purpose building surcharge can be financed along with tuition. The registration fee cannot be financed. The registration fee and multi purpose building surcharge are non-refundable. All tuition and fees must be paid in full or financed by April 17 <sup>th</sup> .
<b>School Handbook</b>	The 2011 ~ 2012 handbook is posted on the school's web site at <a href="http://www.vol.org">www.vol.org</a> . Please read the policies and procedures carefully. In August of each year, the handbook is updated and available on the web site.