

**Our Lady of Perpetual Help School
Registration Information
2018-2019**

Welcome to Our Lady of Perpetual Help Catholic School. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, “Suffer the children to come unto me” will bless the efforts taken in His name.

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- **To understand and support the religious nature of the parish and school mission with Mass attendance and worship on Sundays and Holy Days**
- **To practice stewardship – that is, give of time, talent, and treasure for the benefit of the parish community**
- **To meet financial obligations in a timely manner**
- **To support the fundraising efforts of the parish and school and to understand that the tuition and fees do not entirely cover the cost of education**
- **To provide children with rest, routine, breakfast, and a punctual beginning to each school day**
- **To be a partner with the parish and the school; in the education of your child**
- **To discuss concerns and problems with the person(s) most directly involved**
- **To be as actively involved as you can be in the life of the parish and the school and to volunteer assistance when possible**
- **To promote your school and to speak well of it to others**
- **To appreciate that Catholic education is a privilege that many persons do not have**

Admissions

Our Lady of Perpetual Help School does not discriminate on the basis of race, sex, national origin or religious persuasion. The State of Tennessee laws with respect to the age of students are followed. Kindergarten students shall be no less than five years of age on or before August 15th of the current school year (T.C.A. 49-6-201). Accordingly, children entering the 3 and 4 year old programs must be three and four on or before August 15th of that year. Additionally, three year olds must be fully toilet trained before they are allowed to enter the program. PreK-1 students must be one year old by August 15th and be walking, and PreK-2 students must be two years old by August 15th.

Before being considered for admission, each student must have a completed Application form and have paid the Application Fee. A pre-enrollment screening may be conducted by the teacher and/or the Principal to ensure that each child is placed appropriately. Academic transcripts and parish verification forms will be required for transferring preschool, kindergarten, and elementary school students. After admission, parents will be required to supply health and immunization records in accordance with the regulations of the Tennessee Department of Education (T.A.C. 49-6-6001;RRMS 0520-13.08).

Students are required to register annually. All accounts must be in good standing prior to registration for the New Year.

Waiting List New Students

A waiting list will be established.

The waiting list will be maintained according to the following guidelines and priorities:

- 1. A completed application form must be on file and the application fee must be paid. Names will be accepted for the waiting list up to one year of the start of the school year.**
- 2. Siblings of children already in the school will be given special consideration.**
- 3. Family is registered and a contributing member of OLPH parish through regular and consistent worship, time, talent, and sacrificial offering of treasure to offertory collections.**
- 4. Family is registered in a Catholic parish and is a regular contributing member with parish verification.**

**Waiting-List
Presently
Enrolled
Students**

In order to maintain required pupil/teacher ratios, presently enrolled students will be accepted in PreK-2, PreK-3, PreK-4 and Kindergarten according to the following guidelines and priorities:

1. Siblings of children already in the school will be given special consideration.
2. Family is registered and a contributing member of OLPH parish through regular and consistent worship, time, talent, sacrificial offering of treasure to offertory collections.
3. Parents actively participate in Home and School.
4. Child has been enrolled in Mother's Day Out program.
5. Family is a practicing Catholic.

Tuition

As mentioned under the Parental Responsibilities section and as stated in the Parent/Student Handbook, families are expected to practice stewardship-that is, give of time, talent and treasure for the benefit of the parish community.

Each year, tuition and fees at Our Lady of Perpetual Help School are determined by the Pastor after consultation with the Principal and the Parish Finance Council. It is important to recognize that tuition and fees cannot cover the entire cost of operating the school. As outlined below, there can be additional surcharges depending on your family's status with the parish.

OLPH or other Catholic Parish Contributing Parishioner

The contributing parishioner rate is given to families who are worshipping and contributing members of a Catholic parish. For a family to be considered contributing parishioners at a parish, they must meet these criteria:

1. Family is registered at a Catholic church
2. Student to be enrolled is baptized
3. Family regularly attends Sunday and Holy Day Mass and contributes sacrificially to offertory collections, with the use of a parish envelope or check. The use of envelopes or checks assists the Parish in verification. If your planned contribution is different from the suggested weekly contribution, please contact the Parish Finance office. If you are a registered member of OLPH parish and in need of envelopes, please contact the parish receptionist in the parish office at 754-1204, Ext. 325.
4. Family supports the fundraising efforts of Parish and school.

All Catholics of another parish must obtain a form from the OLPH School office to take to their Pastor for verification of status in their parish.

Non Contributing Catholic and Non Catholic

Tuition for all Catholics who are not contributing members of a parish or for non Catholic families will be an additional \$1000.

The Pastor and Principal reserve the right to request verification of status at any time.

There is a \$500 discount for each additional child enrolled.

A \$100 deduction per student will be given if tuition is paid in full by August 1.

Please inform the Principal or parish finance office as soon as possible if there are any financial problems. Communication is essential in the event of special family considerations. The school is anxious to work with you to the best of its ability to resolve any problems.

Fees

Fees will include the following:

1. *Application Fee* - due with initial application (\$75). This is a non-refundable fee for the processing of materials.
2. *Enrollment Fee* - due at the time of registration (\$325). This fee is non-refundable.
3. *Home and School MEMBERSHIP* – due on the August registration date.

ALL FEES ARE NON-REFUNDABLE

**Tuition
Payment**

OPTION 1: Three installments

A down payment of \$800 is due on or before April 17, 2018. If you choose to withdraw your child from Our Lady of Perpetual Help School and written notice is given prior to June 29, 2018, at 3:00 p.m., this payment is refundable. This payment guarantees placement for your child in the school. Tuition down payment refunds will not be offered if notice of withdrawal is after 3pm, June 29, 2018. The first semester tuition installment is due August 1, 2018. This payment equals one half (1/2) the tuition remaining after the down payment. A child may not begin attending school if this is not paid. The second semester tuition is due January 15, 2019. This payment is the total of the remaining tuition.

OPTION 2: ACH Debit Program over 12 Months

Payments are made monthly from May 17, 2018-April 17, 2019. Tuition is divided equally and includes the down payment.

OPTION 3: ACH Debit Program over 10 Months

Payments are made monthly from July 17, 2018-April 17, 2019. The first payment is the down payment of \$800 and is due on April 17, 2018. The remaining payments are the full tuition amount minus the \$800 deposit and divided by 10.

**Payment
Penalties**

A returned check fee of \$35 is charged for all returned checks and returned ACH withdrawals.

***Registration information has been adopted by the Parent Handbook with amendments as needed. Our Lady of Perpetual Help School retains the right to amend this information for just cause. Parents will be given notification if changes are made.**

Important Dates

Final School Registration

TBA – This document will be updated once the Diocese of Memphis releases the school calendar (last update 2-2-18)

First Day of School (K-8)

TBA

First Day of School (Preschool)

TBA