

ADMISSION POLICY

General

Providing an environment for children to grow spiritually in the Catholic faith as well as intellectually, physically, and emotionally is a major parish goal. While applications are accepted throughout the year, each Spring Our Lady of the Lake School will conduct a priority placement process for the next school year. At this time the previous school year's wait list is dissolved. **Students wishing to be considered for the upcoming year must reapply.** A \$100 application fee per student must accompany the application. This fee is no longer refundable under any circumstances. The application fee for students on the previous year's waiting list will be carried over for those wishing to reapply.

Our Lady of the Lake School accepts applications from the following:

- **Current students enrolled in grades K-7 at Our Lady of the Lake School.**

Current students will have the first opportunity to reapply for the next academic year. Active involvement in Our Lady of the Lake Parish must be maintained and may be verified. (Our Lady of the Lake parishioners who move parishes after they have been admitted will be asked to complete an "Out-Of-Parish" subsidy form to verify their active status at their new parish.)

- **Siblings of current students enrolled at Our Lady of the Lake School.**

While siblings are not automatically granted admittance, it is our priority to keep families together in the school provided all other **criteria for active involvement** are substantially equal. Siblings of any newly enrolled student will not receive current family status until the next application period. If there is more than one sibling waiting, for a particular grade, they will be ranked according to the date of initial application.

- **Parish families with active Our Lady of the Lake Parishioner status.**

- (See next page for Criteria for Active Parishioner Status.)

These families will be accepted according to:

- a. Longevity of parish membership

- If you have been registered at Our Lady of the Lake for less than one year please indicate your previous parish

data on your application. This information will be considered in any admission decision.

- Consideration will be given to those families who have previously applied and were not admitted.

b. Lottery if needed, (announcement will be made for those families wishing to attend.)

▪ **Catholics from other parishes**

Applications from these categories will be considered after all Our Lady of the Lake parishioners.

▪ **Non-Catholics**

Applications from these categories will be considered after all Our Lady of the Lake parishioners.

Parishioner Status

Criteria for Active Parishioner Status:

- The family is registered in the parish. Registration will be verified through the Parish Office.
- The family worships with the parish community on a weekly basis. In order to verify parishioner status envelopes should be used whenever attending Mass regardless of contribution.
- The family contributes time and talent to parish or archdiocesan activities/ministries. This involvement must be indicated on the application.
- The child currently in the 1st –7th grade must regularly attend Our Lady of the Lake Religious Education classes, if not currently enrolled in Catholic School.
- The family uses parish envelopes and contributes a fair share of their weekly income (Parish Sacrificial Giving Program suggests 5% of weekly salary. The minimum envelope contribution is \$520.00 per year or \$10.00 per week). Parish envelope contributions will be verified as of December 31st for the just completed calendar year. In order to verify parishioner status envelopes should be used whenever attending Mass regardless of contribution. **Families who have extenuating financial considerations may request a waiver of the contribution requirement from the pastor. This request may be submitted in writing along with the application or by scheduling an appointment with the pastor. This waiver must accompany the application. Families who do not meet active parishioner status will risk losing current family status as well as active parishioner status for the application process.**

Admission Process

- To receive priority consideration for placement, a completed application must be received by the application deadline. The following items must accompany the application before the admission decision is made:
 - Birth certificate or Baptismal Certificate, (a copy is acceptable) for those applying for K or 1st grade.
 - Current immunization records
 - A signed and completed release that allows the principal and the teachers of Our Lady of the Lake School and the sending school personnel to exchange information.
 - A copy of all records from the sending school including academic, behavioral, testing (academic, emotional, and psychological).
- The entire application will be reviewed.
- When space becomes available in a grade these additional steps will complete the process:

An introduction meeting with the principal, parent(s) and the child will be scheduled.

If necessary an Our Lady of the Lake School teacher conference with the child or an observation of the child in current classroom.

Possible further assessment by Our Lady of the Lake School.

A final admission decision will be made by the principal in consultation with the pastor.

Transfer and Kindergarten Students

All first year student applications to Our Lady of the Lake School will be processed in the manner outlined above prior to an admission decision. In addition, for Junior High Students, a writing sample at the time of the interview may be taken. It is important to note that if crucial information about your child is withheld at the time of application you may risk the

chance of losing your place or if you have been admitted and such information is discovered, you may be asked to leave the school.

All transfer students, regardless of time of year admitted, will be on academic and behavioral probation for a nine-week period of time. Periodic conferences will be held between the teacher, parent, student (if age appropriate) and the principal to monitor the progress. A decision for continued enrollment at Our Lady of the Lake School will be determined by the principal and the teachers at the end of the nine week time.

Age Requirements

Children entering Kindergarten must be five (5) years of age by September 1st of the entering year. Children entering First Grade must be six (6) years of age by September 1st of the entering year. A copy of the child's birth certificate must accompany Kindergarten and First Grade applications.

TUITION & FEES

Registration Fee

\$100.00 per student is non-refundable. This fee must accompany the Application for Admission or the Re-registration form. If a student is currently on the waiting list for 2009-2010, the registration fee may be applied to the 2010-2011 school year.

Tuition

Please note that the tuition and fees listed below are for the current school year and do not reflect any increases that may occur in the next school year.

Tuition rates for the 2009-2010 school year are as follows:

Kindergarten

Active Parishioners: \$5,274

Grades 1-8

Active Parishioners:

1 child	\$5,274
2 children	\$10,284
3 children	\$14,767
4 children	\$14,767

*Active parishioner is defined as active at OLL or other Catholic Parish.

Non - subsidized tuition \$9,957

Fair Share

The cost of educating each child at Our Lady of the Lake School for the 2009-2010 academic year is approximately \$9,957. Each family is asked to contribute its fair share of that cost. The voluntary contribution is determined by parents in light of their own circumstances while making an effort to return to God in relation to the gifts God has given. The current Tuition Payments Plan Contract gives families this opportunity. Fair share payments beyond tuition payments will be deposited in the Endowment Fund.

Payment Plans

Payments may be made on a monthly, annual or semi-annual basis. The first payment is due in July. Checks are sent to the Business Office in the Parish Center.

If at anytime during the school year your financial position changes so that you are unable to meet your tuition contract, you must contact the principal and pastor immediately to make arrangements for a payment plan or tuition assistance.

Tuition payments must be current at all times throughout the school year. Tuition collection will be monitored monthly during the year. Families not current at registration time risk losing their current family status for registration for the following school year. Families who have not paid their full tuition by May 10, 2010 will lose their reserved place for the coming school year and those places will be filled by the waiting list. Families who fall 30 days behind will be contacted by the parish business office. Failure to meet your financial obligation will result in administrative action.

Financial Aid

Financial Aid is available to assist those Catholic families who could not otherwise afford the tuition costs. Our Lady of the Lake School uses the Archdiocesan approved FACTS Management Co. to process all financial aid applications. The application fee is \$20, which may be waived in case of hardship. Please see the principal for further information. Financial aid forms will be sent home to all current families.