

Our Lady of the Assumption Catholic School

Application Packet

Mission Statement

Our Lady of the Assumption Catholic School seeks to create a nurturing environment grounded in the Catholic faith, which provides for the spiritual and academic development of each child.

Staff Beliefs

In the spirit of ecumenism, the school exists to teach and to engender the beliefs and practices of the Roman Catholic faith.

- ◆ Parents are the primary educators of their children. A partnership exists between the home and the school.
- ◆ The development of each child's spirit, mind, and body is fostered.
- ◆ An enriching academic environment is provided.
- ◆ Each child is unique and has the right to succeed.
- ◆ Students are involved in Christian service based on the respect and dignity for each person.

By implementing these beliefs, the expectation is that students will affect society through their lives and ideals.

Admissions Policies

Our Lady of the Assumption School does not discriminate on the basis of race, gender, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Our Lady of the Assumption School accepts students for whom there is a reasonable expectation of success in our academic program.

Admissions Criteria

Acceptance at Our Lady of the Assumption Catholic School is based on a number of criteria. The Admissions Committee considers:

- ◆ Demonstrated commitment to the practice of the Catholic faith
- ◆ OLA Catholic School-administered screening results
- ◆ Report cards/official school transcript
- ◆ Standardized test results, i.e., ITBS, CogAT, etc.
- ◆ Demonstrated congruence between earned grades and scores on standardized tests
- ◆ Teacher recommendation(s)
- ◆ Age appropriate to grade level
- ◆ Other pertinent information concerning the student
- ◆ Pre-K, Kindergarten and First Grade applicants: social readiness and maturity

The Admissions Team processes all applications and determines if Our Lady of the Assumption Catholic School can meet the needs of the applicant. The decision is communicated in writing.



2009-2010

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Required Application Components and Instructions

Applications are due to the Admissions Office by January 30, 2009.

All of the following items must be submitted to the Admissions Office before the applicant will be considered.

SUBMITTED BY THE PARENTS/GUARDIANS (these items should be submitted together in one packet)

_____ **Application**

To be completed in full and signed by parent(s)/guardian(s).

_____ **Application/Screening Fee of \$100.00**

Make checks payable to OLA Catholic School. Application/screening fees are non-refundable.

_____ **Birth Certificate**

A copy is acceptable; original must be furnished upon request.

_____ **Updated Georgia Immunization Form 3231**

Forms must be filled out completely; see Immunization section for details.

_____ **Baptismal Certificate** (Catholic applicants only)

A copy is acceptable; original must be furnished upon request.

_____ **Psychological Evaluation/Outside Testing Reports** (if applicable)

Copies of all outside testing must be provided as part of a complete application package.

RECEIVED FROM THE APPLICANT'S CURRENT SCHOOL *

_____ **Student Evaluation Form(s)**

PK-5th — *One evaluation form required from a teacher who regularly teaches the applicant.*

6th – 8th — *Two evaluation forms required — one from the applicant's English/Language Arts teacher and one from the applicant's Math teacher.*

_____ **Previous School Transcripts** (**MUST** include standardized test scores, if taken)

Please allow time for school to fulfill transcript request in advance of the January deadline for applications.

RECEIVED FROM THE APPLICANT'S CURRENT PARISH *

_____ **Parish Verification Form** (Catholic applicants only)

To receive consideration as a Catholic applicant, the Parish Verification form must be on file. Applications without a signed Parish Verification form will be given non-Catholic consideration.

* **NOTE:** It is the responsibility of the parent/guardian to fill out the top portion of these forms and give them to the current school and/or parish. Forms should be returned directly to the Admissions Office at OLA Catholic School; supplying a stamped, addressed envelope to the current school and/or parish can expedite this process.

Upon acceptance, a copy of the custodial agreement (if applicable) must be submitted to the school office along with the deposit.

Information furnished as part of the admissions process is confidential for use solely by the Admissions Committee and will not be disclosed to anyone, including the applicant and his/her family.

Requirements for Admission

OLA School follows Georgia State Law for beginning age requirements for school entrance.

Pre-Kindergarten: Child must be four (4) years old on or before September 1st.

Kindergarten: Child must be five (5) years old on or before September 1st.

1st Grade: Child must be six (6) years old on or before September 1st.

Pre-K through 1st Grade:

- All applicants must participate in a standardized assessment conducted by OLA staff members.
- Applicants must attend the scheduled Screening Day for his/her grade level; make-up days are not offered.
- A screening timeslot will be assigned by the Admissions Director when the application is received.

Grades 2 through 8*:

- All applicants must participate in a standardized assessment conducted by OLA staff members.
- Appointments will be assigned upon receipt of a completed application.
- Appointment slots are 3:30 pm on weekdays and Saturday mornings, if necessary.
- School transcripts/standardized test scores **MUST** be received before the screening will occur. It is the responsibility of the applicant to request these items and follow up with the current school, if necessary.

** Students transferring locally from any public, private, or Archdiocesan school into grade 8 are not generally considered for admittance.*

Admissions Timeline

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|-------------------|---|-----------------|
| November 20, 2008 | OPEN HOUSE / Applications Available | 6:00 – 8:00 pm |
| December 1, 2008 | Applications Accepted by Admissions Office | |
| January 13, 2009 | Principal's Coffee and Q&A | 9:00 – 10:00 am |
| January 29, 2009 | Classroom Observation Day | 9:00 – 11:00 am |
| January 30, 2009 | Applications/Transcripts Due to Admissions Office | |



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| February 10, 2009 | Pre-Kindergarten Screening Day | <i>required; time will be assigned</i> |
| February 19, 2009 | Kindergarten Screening Day | <i>required; time will be assigned</i> |
| February 24, 2009 | 1st Grade Screening Day | <i>required; time will be assigned</i> |

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| February 2009 | 2nd- 8th Grade Screenings | <i>required; appointments will be assigned upon receipt of <u>completed</u> application; school transcripts <u>MUST</u> be received before screening will occur</i> |
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| March 3, 2009 | Parent Meeting to Explain Screening Results | 6:30 – 7:30 pm |
| April 3, 2009 | Decision Letters Mailed* | |
| April 17, 2009 | Response Deadline/\$600 Deposit Due for Accepted Applicants | |
| May 7, 2009 | New Parent Social | |

** Between the notification date and response deadline, AAAS schools may not allow applicants or their parents to visit/tour the schools.*



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Immunization Requirements

Georgia law requires an official Georgia Certificate of Immunization Form 3231 for all students. According to Archdiocesan policy, all students must be immunized.

- ◆ Students applying to Pre-K must submit a form with all dates filled in. **A form that does not include dates will not be accepted.**
- ◆ Students transferring from out of state must provide current proof of immunization during the application process. Once residing in Georgia, students have 30 days to provide a Georgia certificate.
- ◆ State law requires all children born on or after January 1, 1992, to have received three doses of Hepatitis B vaccines.
- ◆ State law requires all students entering a Georgia school for the first time to have the varicella (chicken pox) vaccine or history of the disease. All students who will be entering into sixth grade must have updated proof.
- ◆ State law requires each sixth grader to have two MMR vaccines. Two doses of a measles-containing vaccine are now required for all students entering school for the first time in a Georgia school.

Financial Policies

A non-refundable application fee of \$100.00 is required for each applicant. This fee includes the required screening.

TUITION & FEES:

- ◆ Tuition for the 2008-2009 school year is \$6650.00 per child in grades Pre-K through 8.
- ◆ Tuition for the 2009-2010 school year has not yet been determined.
- ◆ New families pay fees for New Student Registration (\$100 per student) and Home & School Association (\$100).
- ◆ The 2009-2010 tuition amount will be communicated with the acceptance letters.
- ◆ A \$600.00 non-refundable tuition deposit is required within 10 days of acceptance. The \$600.00 will be deducted from the annual tuition amount.

TUITION PAYMENT:

- ◆ Tuition may be paid in full by August 1 or the annual tuition and fees may be divided into ten (10) monthly installments due August through May using FACTS Tuition Management.
- ◆ Students who withdraw from the school will pay tuition through the end of the month in which they withdraw.
- ◆ Students withdrawn after August 1 will be charged for August tuition.
- ◆ No student's name will be added to a class list in August if a FACTS Agreement or payment in full has not been received by August 1st.

TUITION ASSISTANCE:

OLA School follows the policy and procedures for Tuition Assistance set forth by the Archdiocesan Office of Catholic Schools.

- ◆ Tuition assistance is available for Catholic families.
- ◆ Families without a signed Parish Verification form and non-Catholic families are not eligible for tuition assistance.
- ◆ Information regarding the application process and forms for tuition assistance are published on the school website in December.
- ◆ It is the responsibility of the applicant to request tuition assistance during the application process. Financial assistance is not available for families that do not apply during the stated timeframe.
- ◆ **The deadline for tuition assistance applications is February 28, 2009.**