



2017-2018 Registration Information for Pre-K3

Our Lady of Perpetual Help
Catholic Academy of Brooklyn

Our Lady of Perpetual Help Catholic Academy of Brooklyn is a Catholic elementary school. OLPH admits students of any race, color, national, religion, or ethnic origin to all rights, privileges, programs, and activities made available to students at the school. Our Lady of Perpetual Help Catholic Academy of Brooklyn does not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational policies, loan programs, or other school administered programs.

School Hours:

Regular School Day: Monday through Friday 8:00 am – 2:40 pm

After School Program: Monday through Friday 3:00 pm – 6:00 pm

Registration Requirements:

Your child **MUST** be present during registration and you must bring the following:

- A completed registration form with the required signatures
- A non-refundable registration fee of \$250.00 per child
- Your child’s Birth Certificate – child must be 3 years of age by December 31st
- Your child’s Birth Certificate. If child is not a US Citizen, please provide documentation of legal status, if available, such as an I20 or F1 visa
- Your child’s Baptismal Certificate, if Catholic
- Written proof of your child’s vaccinations (Immunization booklet or doctor’s report)
- Proof of residence (i.e. utility bill, bank statement)

Tuition & Fees

There is a \$250.00 non-refundable registration fee. The annual tuition is \$4400.00, payable in ten (10) monthly installments:

| | | | | |
|---------------------------|--------------------------|----------------------------|----------------------------|--------------------------|
| June 20 th | July 20 th | August 20 th ** | September 20 th | October 20 th |
| November 20 th | January 20 th | February 20 th | March 20 th | April 20 th |

A \$15 late fee will be charged for any payments received after the 25th of the month. A \$30 fee will be charged for returned checks. Fees will be added to tuition balances.

** Tuition paid in full by August 31st will receive a \$200.00 discount. Tuition paid in full by December 31st will receive a \$100.00 discount.

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Payments break-down are as follows:

June's payment is for September

July is for October

August is for November

September is for December

October is for January

November is for February

NO PAYMENT IN DECEMBER

January is for March

February is for April

March is for May

April is for June. (Final payment for that particular School



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Registration Form

Please print and complete. Missing information may delay acceptance.

Student Information:

1. Last Name: _____ First Name _____ Middle _____
Date of Birth _____ Grade in September _____ Catholic? (please circle) YES NO

Does Student have an IEP or require special services? (please circle) YES NO
If Yes, please provide a copy of IEP/IESP or other documentation.

2. Last Name: _____ First Name _____ Middle _____
Date of Birth _____ Grade in September _____ Catholic? (please circle) YES NO

Does Student have an IEP or require special services? (please circle) YES NO
If Yes, please provide a copy of IEP/IESP or other documentation.

3. Last Name: _____ First Name _____ Middle _____
Date of Birth _____ Grade in September _____ Catholic? (please circle) YES NO

Does Student have an IEP or require special services? (please circle) YES NO
If Yes, please provide a copy of IEP/IESP or other documentation.

Family Information

Address: _____ Apt. # ____ City _____

State: _____ Zip Code _____ Home Phone # _____

Are parents separated or divorced? (please circle) YES NO

If Yes, with whom does the child(ren) live? _____

Parent Information:

Father:

OLPH CAB Alumni? (please circle) YES NO

Full Name _____

Address (If different from above) _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Employer Name _____

Occupation _____ Address _____

Email: _____

Mother:

OLPH CAB Alumni? (please circle) YES NO

Full Name _____

Address (If different from above) _____

Home Phone # _____ Cell Phone # _____ Work Phone # _____

Employer Name _____

Occupation _____ Address _____

Email: _____

Please complete if family and/or students are Catholic:

Parish Name: _____



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Registration Agreement

Please review and sign.

1. I/We acknowledge that the Registration Fee is payable with this agreement and is non-refundable.
2. I/We acknowledge that tuition payments are due on the 20th of each month. A \$15 late fee will be charged for any payments received after the 25th of the month. A \$30 fee will be charged for returned checks. Fees will be added to tuition balances.
3. I/We acknowledge that I/We, as parent/guardian commit to seven (7) hours of service to our school each trimester. All hours must be completed by May 31st. If service hours are not completed for any trimester, a \$70.00 fee will be added to our tuition balance. I/We agree to complete the required Safe Environment/Virtus training program prior to commencing service hours. (More information will be provided for training dates, times, etc.)
4. I/We acknowledge and agree to abide by the school's policies as stated in the Parent/Student Handbook.
5. I/We acknowledge the OLPH CAB School Uniform policy, and agree that the student(s) must be in full uniform at all times, unless it is a designated by OLPH CAB, and that all dress and jewelry codes will be followed.
6. Religion is an important part of the school's curriculum. All students, regardless of their religion, faith, or beliefs, are required to participate in prayer, and attend masses set forth by the class and school schedules. Non-Catholic students are expected to behave with respect and decorum during religious events.
7. Students are required to be in school on time. Tardiness will be recorded on the student's permanent record.
8. Students are required to be in school every day. If a student is absent, a written excuse must be sent in on the day the student returns to school.

By signing below I/We accept this registration agreement with all terms and conditions set forth.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date