



REGISTRATION AND TUITION 2019-2020 School Year

Children will be accepted for enrollment pending a review of records including but not limited to academic, behavior, and financial; admissions testing; and interview with the administration. First priority will be given to children currently enrolled in Our Lady of the Lake School or who have siblings currently enrolled. Second priority will be given to registered parishioners of Our Lady of the Lake Parish who do not currently have children in the school. Third priority will be given to the general public. After March 1, 2019, all applications will be considered on a first-come, first-serve basis as third priority.

The Our Lady of the Lake School philosophy states “that each child is a special person – a child of God. Through our religious education program, we bring the student into contact with the whole message of Christ in a living school community of faith, which leads naturally to service of others. In partnership with parents and guardians, we strive to complement and supplement the work of parents in fostering the Christian growth of the child at the various levels of development. We provide a program of study which makes the best use of the child’s time and talents. We endeavor to instill in each child, a love of learning and an appreciation of culture. We try to lead the child to realize the dynamic force of his/her life for good in the world by helping him/her to understand the intrinsic value and dignity of every human person.”

The following tuition/admission policy, which is based on our Catholic philosophy of education, will be effective for the 2019-2020 school year. It is understood that all families registering children at Our Lady of the Lake School agree to abide by the contents of the latest edition of the Our Lady of the Lake School Family Handbook and all policies of the school and parish. It is further understood that all families registering children at Our Lady of the Lake School agree to meet the financial obligations according to the policy set forth below and in the handbook.

Tuition and Registration Fee

\$4870.00 per child

\$125.00 PER CHILD REGISTRATION FEE (INCLUDES ALL FEES ONCE LOCATED ON SCHOOL SUPPLY LIST).

PLEASE NOTE: The school reserves the right to refuse admission or readmission, to suspend or to expel any student who does not cooperate with the policies established in the Our Lady of the Lake Family Handbook. Policies in this handbook apply to after school hours as well. If any student refuses to follow these policies, then he or she places his or her privilege to attend this school in jeopardy. If any parent refuses to support or follow these policies, the parent places his or her child/children’s privilege of attending this school in jeopardy.

The education of your child is a partnership between you and your school. If in the opinion of the administration the partnership is irretrievably broken the school reserves the right to require you to withdraw your child.

**GENERAL INFORMATION FOR ALL FAMILIES
APPLYING TO OUR LADY OF THE LAKE SCHOOL
2019-2020 SCHOOL YEAR**

It is most important that all families wishing to enroll at Our Lady of the Lake School begin by reviewing this Admission and Tuition Policy, completing and submitting the Registration Application with the \$125.00 registration fee no later than March 1, 2019. Our Lady of the Lake Parish must have an accurate enrollment number in order to arrange staffing for the 2019-2020 school year. Staffing decisions depend heavily upon actual enrollment numbers.

It is also most important that families, who wish to be considered for additional scholarship money from the diocese or the parish, submit their application no later than March 15, 2019.

Implementation of the Admission and Tuition Policy

The implementation of this policy will be the responsibility of the pastor and the principal.

Admission to Kindergarten

All students entering kindergarten are required to participate in the kindergarten screening process. Testing dates and screening dates will be announced annually. It will be the responsibility of the families to present the students for the testing and screening according to the schedule established annually by Our Lady of the Lake School.

Kindergarten Enrollment

- Kindergarten is a full day program.
- All families who wish to enroll a kindergarten student for the 2019-2020 school year will receive additional information regarding kindergarten screening. Information regarding kindergarten screening will be sent home in the early spring.
- The Ohio Department of Education recommends that all kindergarten students be five (5) years old before August 1. Euclid City Schools requires kindergarten students to be five (5) years old before August 1. The Office of Catholic Education of the Diocese of Cleveland recommends that the Catholic elementary schools follow the policies of the public school district in which they reside for kindergarten entrance age.
- Kindergarten students do wear uniforms.
- Kindergarten students eat lunch at school.

Financial Obligations

All families are required to meet all financial obligations to any and all educational institutions before enrollment in Our Lady of the Lake School can be finalized.

Tuition Payment Method

Our Lady of the Lake School uses a third party tuition collection company (FACTS). All families are required to have tuition payments electronically withdrawn from bank accounts designated by them. Payments will be electronically withdrawn from family designated accounts and deposited electronically into the Our Lady of the Lake account. Families have a choice of a two month, four month, ten-month or twelve-month payment plan for the 2019-2020 academic year. Payments made using FACTS for the 2019-2020 academic year begin June 2019. Families currently enrolled in FACTS will automatically be re-enrolled unless the school office is notified.

Families may pay tuition in full by August 23. If payment in full is made by August 23, families need not establish accounts for electronic withdrawal, and they will receive a \$100.00 per family tuition discount. **Strict adherence to the August 23 deadline will be observed.**

Families who have received the **EdChoice Scholarship** are not required to pay tuition electronically. Families receiving the EdChoice Scholarship are required to come to the school during school hours to endorse tuition checks issued by the Ohio Department of Education by the deadline established by Our Lady of the Lake School. Failure to endorse checks in the school office will result in the families being required to pay the balance of the tuition owed in full. **Families who have received the EdChoice Scholarship are expected to pay the difference of tuition not covered by EdChoice; participate in the service projects and fundraising just as all families who have children enrolled in the school. The EdChoice Scholarship covers \$4650. The balance of \$220 is due to the school office by November 1, 2019.**

Statement of Non-Discrimination

Our Lady of the Lake School admits students of all races, nationalities or ethnic origins to all rights, privileges, programs, and activities. Our Lady of the Lake welcomes students of all faiths.

Race and Ethnic Origins

By law parents/guardians have the option to designate the race/ethnic category. Please use the following as a guide to designate if you wish to exercise this option. This information can be added to the Registration Application. Our Lady of the Lake School does not require this information for enrollment purposes or any other purposes. If you do not wish to include this information on the Registration Application, please leave that section on the registration application form blank.

White/Non-Hispanic	Persons having origins in any of original peoples of Europe, North Africa, or the Middle East
Black/Non-Hispanic	Persons having origins in any of the black racial groups in Africa
Hispanic	Person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish Culture or origin, regardless of race
Asian/Pacific Islanders	Persons having origins in any of the original peoples of the Far East, Southeast Asia, The Pacific Islands, or the Indian subcontinent. This area includes for example, China, India, Japan, Korea, the Philippine Islands, and Samoa
American Indian/ Alaskan Native	Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
Multi-racial	Persons having origins in two or more of the above options

Service Projects

Our Lady of the Lake School relies heavily on families to perform service projects for the benefit of the overall school program. While deductions from individual tuition plans cannot be made, service projects performed for the benefit of the school help to keep tuition down and provide an enhanced school experience for all students.

Hot Lunch Program

Our Lady of the Lake School provides a hot lunch program through the Nutrition Services department of the Office of Catholic Education of the Diocese of Cleveland. Students must order and pay a month in advance for their lunches. Menus and ordering information are provided monthly by Nutrition Services. Students are welcome to bring their lunches from home as well. Students may order hot lunches only on the days they choose and bring lunches when they do not wish to order the items offered. There are some days during the school year that hot lunches are not served at all. **On those days all students need to bring a lunch and a drink.** Hot lunches are not provided for students who forget to order a lunch or bring their lunch. Cereal and milk will be provided for students who do not have a lunch. Milk does not need to be pre-ordered and is usually for sale on all days that the hot lunch program is conducted. Federal subsidy is available for all families who meet federal requirements. Information regarding free or reduced lunch will be issued to families on the first day of school.

EdChoice Scholarship

The EdChoice Scholarship is available to those students who have been attending or are scheduled to attend public schools listed by the Ohio Department of Education as schools in the program. Students who have been attending schools such as Our Lady of the Lake, which is not in the program, are not eligible. For more information please contact the Ohio Department of Education or visit their website online, www.ode.state.oh.us Our Lady of the Lake School does accept the EdChoice Scholarship, but not the Cleveland Scholarship.

EdChoice Expansion Scholarship

Does your child meet both of the following criteria?

- Student is eligible to enter kindergarten, first, second, third, fourth, fifth, or sixth grade for the upcoming school year; and family household income is at or below 200 percent of the Federal Poverty Guidelines
- If "YES" Your Child is Eligible TO APPLY for the Income-Based Scholarship. Income Verification is Required to Apply for the Expansion Scholarship.

For questions about EdChoice or for more information please refer to the EdChoice website at: www.ode.state.oh.us or call 1-877-644-6338.

Students Not Returning to Our Lady of the Lake School for the 2019-2020 School Year

If your family is not planning to return to Our Lady of the Lake School for the 2019-2020 school year, please notify the office at 216-481-6824. The school office will forward a release of records form to you for completion and signature. This does not apply to graduating 8th grade students. The high school applications completed and signed in January act as a release of records.

Completing the Registration Application Process and Eligibility

Enrollment will be considered complete when:

- completed all forms
- paid the \$125.00 per child registration fee
- provided all required records/documents and completed all processes.

Additionally, enrolling families must be current with all amounts due the school, unless arrangements have been made with the Pastor. All families not meeting established deadlines may forfeit their opportunity to enroll or to re-enroll their child(ren).

The administration of Our Lady of the Lake School reserves the right to determine eligibility of all applicants. Our Lady of the Lake School admits students of all races, nationalities or ethnic origins to all rights, privileges, programs, and activities. Our Lady of the Lake welcomes students of all faiths.

Due Dates

March 1, 2019	Registration Application, \$125.00 Non-Refundable Registration Fee,
March 15, 2019	FACTS Grant and Aid Form (if applicable)
August 23, 2019	Full Tuition Payments for \$100 per family discount