

Welcome!

Dear Parents,

Thank you for your interest in Our Lady of Perpetual Help Catholic School. Our school is an elementary parochial school serving Catholic and non-Catholic families, welcoming children of all faiths. We serve students in PreK through eighth grade.

O.L.P.H. is accredited by the Southern Association of Colleges and Schools / Council on Accreditation and School Improvement and is State and Diocesan certified.

We are committed to provide an education that fosters the realization that each person's relationship with God, self, and others is a lifelong process. Recognizing the uniqueness and potential of our students, we aspire to academic excellence through a curriculum which promotes spiritual, intellectual, social and physical growth.

Along with our challenging standards-driven core curriculum and our strong religion program, our students PreK through eighth grades receive a rich arts and technology education. We also offer a variety of enrichment programs and a full time after school program. There are many opportunities to participate in competitive athletics including football, baseball, volleyball, soccer, basketball, wrestling, track and field, cross country, tennis and cheerleading.

This packet of information should be helpful in answering any questions you may have about our admissions process. If you would like to visit our campus, please call 423-622-1481 or email Teresahennen@catholicweb.com.

Sincerely,

*Teresa Hennen
Director of Admissions*

Benefits of a Catholic School Education

The primary reasons that parents give for sending their children to Catholic school are:

- ♦ *Academic excellence*
- ♦ *Emphasis on Catholic values*
- ♦ *Healthy social relationships*
- ♦ *A supportive environment*

A Catholic education means...

Christ as a model — the goal of a Catholic education is to help children mature into Christ-like people. Students are encouraged to recognize the presence of Christ in themselves and others. The religious formation of children begun at home is continued in Catholic school.

Self-discipline — the emphasis on external discipline in Catholic schools is intended to teach internal self-discipline. Students are expected to accept responsibility for their actions, to respect others, and to make good decisions in the context of their faith experience.

A safe, supportive environment — Reverence for the human dignity of every person comes from recognizing Christ in self and others. More than “drug-free zones” or “gun free zones”, Catholic schools strive to be “Christ-centered zones.”

High expectations — Catholic school teachers work to enhance the abilities of every student to achieve. Over time, Catholic school students come to internalize this value, enhancing their self-esteem.

A caring community — Parents and Guardians provide hundreds of hours of volunteer service. Parents assist with everything from raising funds, installing computer equipment, refurbishing buildings and gyms, and putting bandaids on scraped knees.

Committed parents — Parents and Guardians are a child’s first teachers. At Catholic schools, they take an active role in their children’s education. The school supports families and works with them for the benefit of children.

College-bound peers — The vast majority of all elementary and secondary Catholic school students go to college. 99% of Catholic secondary school students graduate, and 97% go on to college. At all Catholic schools, preparation for college is a clear goal.

When you send your child to a Catholic school, be it Our Lady of Perpetual Help or Notre Dame High School, your family becomes a member of a special community. Like your children, your family will be enriched by the opportunity to grow in faith. If you have not done so already, please join us in the spiritual and academic adventure of a Catholic education.

In Christ,



Fr. James Vick
Pastor

OLPH—Perseverance • Motivation • Ambition • Team Work

Admissions Policy

Non-Discrimination Policy—Our Lady of Perpetual Help School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Our Lady of Perpetual Help School does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies and admissions policies.

The following items should be submitted to the Admissions Office for a student to be considered for admission to Our Lady of Perpetual Help School:

- A completed application and payment of the \$100.00 application fee
- Parish Voucher signed by Parish Priest (Catholic only)
- Parent's release form (excluding Kindergarten)
- Letter of recommendation from current school (if a transfer student)
- Tennessee Immunization Form
- Birth Certificate
- Baptismal certificate / First Communion Record (if applicable)
- Written proof of recent hearing and vision test

In order to be considered for admission, all of the above information and forms must be submitted. The absence of any of this information may prevent your child from enrollment.

A review of the student's records, which shall include, but not be limited to, report cards and nationally norm tests shall be done prior to acceptance.

It is the parents' responsibility to provide any special need files for the student prior to acceptance. Failure to do so may result in the student being denied acceptance. If it is discovered after the student has been accepted, that records were withheld, the student may be asked to withdraw.

Every effort will be made to limit classes to 25 students. Pre-registration for existing O.L.P.H. students takes place in late winter (generally February). A fee is determined at that time which reserves your child's place in school for the upcoming year. This fee is non-refundable. The registration fee for new students is due at the time the student is accepted and is non-refundable. Students who start school after the school year begins are required to pay the full registration fee. Parents must choose the tuition plan they will use for the next school year. Two plans are available:

1. One tuition payment due in full on July 1st with a 2% discount.
2. 10 monthly payments using the FACTS system.

(If child/children begin school year after regular starting date, tuition will be pro-rated and must be paid by the end of April.)

Following pre-registration, admission will be opened to new students according to the following priorities:

1. Siblings of children already enrolled in the school
2. Catholic students from families who are registered with and support O.L.P.H. Parish. Family members must be active parishioners at O.L.P.H. To be considered an active parishioner means:
 - A. The family has been registered and active in the parish for at least one year; however, if new to Our Lady of Perpetual Help, the family must have a letter from their former parish stating that they were active and contributing members of that parish.
 - B. The child or children of the family must be Catholic. A Catholic child defined as a child who has been baptized as a Catholic, who has received other Sacraments if appropriate based on the age of the child, i.e. First Reconciliation / First Communion, and whose family regularly attends Sunday Mass and actively supports the parish.
 - C. The family should have a completed Annual Stewardship Appeal pledge card on file in the parish office.
 - D. Each family member must be responsible for contributing their time, talent and treasure to the best of their ability for the benefit of the parish and school, and the family should regularly contribute to the Parish offertory using the envelope system.

Family members will be considered to be Non-Active Parishioners and the unsubsidized rate of tuition will apply if the above requirements are not met. Please contact Ralph Christiana in the parish office if dire circumstances prevent you from meeting one or more of the requirements listed above. It is our hope that with your help and support we will be able to continue to provide a quality Catholic education for all of our students.

3. Catholic students from families who are registered and support other area Catholic churches.
4. New non-Catholic students.

Once admission is granted, no student will be asked to leave to create space for another child.

Tuition Policy—All families are expected to pay in one sum on July 1st or in equal monthly installments, spread over 10 monthly payments (July – April) using the FACTS Electronic payment plan. If a child/children begin the school year after the regular starting date, tuition will be pro-rated and must be paid by the end of April, if using the FACTS. Upon acceptance, each new student will be required to pay a Non-refundable registration fee.

The tuition refund policy states, those refunds of tuition payments made in advance, will not be refunded after completion of the first nine weeks of the school year. If a student starts after the first nine weeks, then it will not be refunded after the next completed nine weeks of school.

Parish Affiliation Voucher

Catholic Students Only

To the Applicant: Please have this signed by your parish priest or his office representative and return to the O.L.P.H. admission's office at:

Our Lady of Perpetual Help Catholic School
505 South Moore Road
Chattanooga, Tennessee 37412

Phone (423) 622-1481 • Fax (423) 622-2016

If you are Catholic requesting Catholic tuition rates, further processing of your child's registration is not possible without this voucher.

Thank you.

Parish Name _____

Parish certifies that—Family Name _____

Student's Name _____

are registered members of the parish and meet all of the requirements for Catholic school subsidy by this parish.

Signature of Pastor _____ Date _____

Designated Church Official _____ Date _____

Definition of a "Catholic Child: according to Diocesan Policy # 1150: A Catholic child is defined as a child who has been Baptized as a Catholic and whose family regularly attends Sunday Mass and actively supports the parish via time, talent, and treasure.

OLPH—Dedicated • Encouraging • Creative • Compassionate

Application for Admission

Date _____

The Application Process: Students who are wishing to enter Our Lady of Perpetual Help School must submit the following information when turning in this application.

- ___ Completed Application Form
- ___ \$100.00 Application Fee (per child)
- ___ Tennessee Immunization form
- ___ Records Release Form (excluding Kindergarteners)
- ___ Copy of Kindergarten Readiness Test from current pre-school (if available)
- ___ Copy of Birth Certificate
- ___ *Copy of Baptismal record / First Communion record (if applicable)
- ___ *Parish Voucher (if catholic from current Parish with Priest signature)
- ___ *Letter of verification from Previous Parish if moving in from out of town
- ___ * must have on file before application can be processed

Information about the Child (Children) to be enrolled:

Child's Name _____ Grade Applying _____ Birthdate _____ Sex _____
Child's Name _____ Grade Applying _____ Birthdate _____ Sex _____
Child's Name _____ Grade Applying _____ Birthdate _____ Sex _____

Siblings Currently Attending O.L.P.H. School:

Name _____ Present Grade _____
Name _____ Present Grade _____
Name _____ Present Grade _____
Name _____ Present Grade _____

Mother's Full Name _____ Church _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____
Place of employment _____

Father's Full Name _____ Church _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____
Place of employment _____

Family email address _____

Application for Admission

If there has been a divorce, which parent has legal custody? _____

Are there any on going legal issues that we need to be aware of? _____

Name of Current School or Pre School _____ Current Grade _____

Address _____

Phone number _____ Fax number _____

Additional Information: If there are any learning disabilities, and / or special education needs, please describe:

If there are any medical problems, please describe: _____

If there are any discipline problems, please describe: _____

I hereby give my permission for a representative of O.L.P.H. School to contact my child's previous school if necessary or if any questions should arise:

Parent Signature: _____ Date: _____

How did you hear about Our Lady of Perpetual Help School?
 Website Friend Magazine Other _____

Did you or anyone in your family attend Our Lady of Perpetual Help School?
Name _____ Address _____ Year of Graduation _____

Parental Release

*Please complete this form
and return this with your application.*

Applicant's Name _____

Date of Birth _____

Current School _____

Address of Current School:

Street _____

State _____ Zip _____

Telephone Number of Current School (_____) _____

Fax Number of Current School (_____) _____

Current Grade in School _____ Applying for Grade _____

Records to be released to Our Lady of Perpetual Help School:

1. Immunization
2. Transcript
3. Psychological evaluations and test results for ADD/ADHD or Learning Disability
4. Academic evaluations and test results
5. Attendance and Discipline Records

Parent or Guardian Signature _____ Date _____

**Please send records to:
Our Lady of Perpetual Help Catholic School
505 S. Moore Road
Chattanooga, TN 37412**

Attention: Director of Admissions

Vaccine Requirements for Attending Child Care Facilities, Pre-Schools and Schools in Tennessee*

Recommended Schedule of Required Doses for Attendance in Child Care / Pre-School / Pre-K and School For Children Who Started Immunizations Before Age 7 Years**

Required Vaccines with Footnote Numbers in ()	2 Months of Months of		4 Months of Months of		6 Months of Months of		12-15 Months of Months of		16-18 Months of Months of		4-6 Yrs. (School Entry)		Total Doses Required*** For Checking Complete For School Attendance Box on Immunization Certificate
	Age	Age	Age	Age	Age	Age	Age	Age	Age	Age	Age	Age	
(1) Hib HbOC or	1	2	3	4									N/A for school (See Footnote [1])
(3) Hib PRP-T or	1	2	3	4									N/A for school (See Footnote [1])
(4) Hib PRP-OMP	1	2	3	4									N/A for school (See Footnote [1])
(2) PCV	1	2	3	4									N/A for school (See Footnote [2])
(3) DTaP, DTaP, DT	1	2	3	4									5 or 4 (See Footnote [3])
(4) Polio	1	2	3	4									5, 4 or 3 (See Footnote [4])
(5) Hepatitis B	1	2	3	4									3 (See Footnote [5])
(6) Hepatitis A	1	2	3	4									2 (See Footnote [6])
(7) MMR	1	2	3	4									2 (See Footnote [7])
(8) Varicella	1	2	3	4									2 (See Footnote [8])
(9) Tdap	1	2	3	4									(See Footnote [9])

*These requirements were established in accordance with the current Recommended Childhood and Catch-Up Immunization Schedules, United States. Tennessee requirements for Kindergarten (5 years) include doses indicated for 4-6 years.

**For children starting immunizations at age 7 years or older, refer to the catch up schedule available at the Department of Health website or the ACP catch-up schedule for that age available at www.cdc.gov/vaccines.

***Children who are behind schedule may attend while in the process of completing the requirements with minimum intervals as indicated below.

Minimum Ages For Initial Immunization And Minimum Intervals Between Doses

Vaccine	Minimum Age For First Dose	Minimum Interval from dose 1 to 2	Minimum Interval from dose 2 to 3	Minimum Interval from dose 3 to 4	Minimum Interval from dose 4 to 5
(1) Hib (Primary Series) HbOC & PRP-T PRP-OMP	6 weeks	1 month	1 month	See Footnote [1]	N/A
(2) PCV	6 weeks	1 month	See Footnote [1]	N/A	N/A
(3) DTaP/DTaP (DT)	6 weeks	1 month	1 month	See Footnote [2]	N/A
(4) Polio	6 weeks	1 month	1 month	6 months	See Footnote [3]
(5) Hepatitis B	birth	1 month	See Footnote [4]	See Footnote [4]	See Footnote [4]
(6) Hepatitis A	12 months	6 months	See Footnote [5]	N/A	N/A
(7) MMR	12 months	1 month	N/A	N/A	N/A
(8) Varicella	12 months	3 months	N/A	N/A	N/A
(9) Tdap	See Footnote [9]				

Do not restart any series, no matter how long since the previous dose. Doses given \leq 4 days before the minimum age or the minimum interval may be counted as valid. Two different live vaccines must be given on the same day or spaced at least 28 days apart.

Footnotes

- The number of doses of Hib depends on age at 1st dose and brand of vaccine given. The last dose in the series necessary to meet requirements, whether 3rd or 4th, should be given at least 2 months after the previous dose and not before 12 months of age. One dose is sufficient to meet requirements if it is given at age 15 months or later. Hib is required for children younger than 5 years attending child care facilities. Hib is not required for kindergarten or higher grades and is not indicated for children who have reached the 5th birthday. If given on schedule, PRP-T and HbOC have a 3 dose primary series and a booster after age 12 months. PRP-OMP has a 2-dose primary schedule and a booster after 12 months. Providers are responsible for verifying that the child meets the appropriate schedule for the brand used.
- The number of doses in the PCV series depends on age at 1st dose. The last dose in the series should be given at least 2 months after the previous dose and not before 12 months of age. One dose of PCV is required for all children aged 24-59 months in child care with any incomplete schedule.
- The minimum interval between the 4th and 5th doses is 6 months; it may be given as early as 12 months, but typically is given at age 15-18 months. One dose of DTaP/DTaP must be on or after the 4th birthday. If the 4th dose was on or after the 4th birthday, the 5th dose is not needed. The 4th dose should be administered a minimum of 6 months after the 3rd dose. However, the 4th dose does not need to be repeated if administered \geq 4 months after dose 3. Total doses of diphtheria and tetanus toxoids should not exceed 6 before the 7th birthday.
- The final dose of the polio vaccine series must be given on or after the 4th birthday and at least 6 months after the previous dose. If 4 doses are administered before the 4th birthday, a 5th dose should be given at 4-6 years. If the 3rd dose of an all IPV or all OPV series is given on or after the 4th birthday and at least 6 months after the 2nd dose, a 4th dose is not needed.
- The 3rd dose of Hepatitis B vaccine should be given a minimum of 4 months after the 1st dose and 2 months after the 2nd dose and not before 24 weeks of age.
- One dose of Hepatitis A vaccine is required for all children in child care aged 18 months or greater. The recommended schedule is for two doses to be given, 6 months apart, between 12 and 24 months of age. Effective July 2011, proof of a total of two doses is required by Kindergarten entry.
- The MMR requirement is 2 doses of measles vaccine, 2 doses of mumps vaccine and 2 doses of rubella vaccine. The vaccines may be given as MMR or MMRV (combined antigens) or as single antigens.
- The varicella requirement is for 2 doses of varicella-containing vaccine or history of disease for all students entering K or 7th grade, and new entrants into a Tennessee school in any other grade. These may be administered as single dose varicella or in combination as MMRV.
- Tdap is required for 7th grade entry; Tdap is NOT required if a Td booster dose is recorded as given less than 5 years before 7th grade entry (on the appropriate DTaP / DT / Td line of the certificate).

Admissions Checklist

Materials and Information Necessary for Admission Review:

- Application with \$100.00 fee*
- Completed Parental Release Form*
- Copy of Birth Certificate*
- Copy of Baptismal Record / First Communion Record*
Catholic only *if applicable*
- Tennessee Health Immunization Form*
- Any psychological reports for students with learning disabilities*