

Thank you for considering enrollment at Visitation of Our Lady Catholic School. We are certain that your child can benefit from the many programs that we offer. Please review this folder of information concerning our school philosophy, procedures, programs and registration process. Listed below is important information necessary to complete the registration process.

<b>Registration Dates</b>	New student registration is February 5 ~ February 9 from 9:00 a.m. until 2:00 p.m. each day.
<b>Registration Process</b>	Parents should report to the school office with the completed registration form and copies of all required documentation. Please be sure you have all necessary documents listed in Step 2 on the registration instruction sheet. We cannot accept your registration if you are missing any required documents. Parents will be interviewed by a school administrator.
<b>Required Documentation</b>	Include <u>originals</u> and <u>copies</u> of the child's birth certificate, social security card, Baptismal certificate and the 1 <sup>st</sup> Communion certificate if applicable. Also include <u>copies</u> of the immunization record, all previous report cards and the current report card, and all standardized test scores.
<b>Church Parish</b>	On the registration form, please fill in the church parish in which you geographically live even if you attend Mass in another parish. This information is needed for an Archdiocesan report.
<b>Acceptance</b>	You will be notified by mail of your child's acceptance within three weeks of registration.
<b>Registration Fee</b>	The registration fee is required at the time of registration. No exceptions. If for some reason your child is not accepted at Visitation, your registration fee will be refunded.
<b>Tuition Rates &amp; Fees</b>	Tuition rates and an explanation of fees for the 2018 ~ 2019 school year are included with this packet. In order to receive the \$350.00 parish support fee, you must be a registered, active, supporting parishioner of Visitation Church. Please refer to the school handbook online for a complete explanation of this fee and the criteria for qualifying.
<b>Church Vouchers</b>	If you qualify for a voucher from another church parish, please bring the voucher to the school office by March 9, 2018. If a voucher is turned in after the March 9, 2018 deadline, this change will incur a \$25 change of status fee. Once the non-parish fee is paid, vouchers will not be accepted.
<b>Tuition Payment</b>	Financing this year will again be available through First Bank & Trust. If you choose to finance your tuition, please remember that the non-parish support fee, the multi purpose building surcharge and the technology fee can be financed along with tuition. The registration fee cannot be financed and is non-refundable. The multi purpose building surcharge, the non-parish fee and the technology fee are non-refundable after the first day of the school year. All tuition and fees must be paid in full or financed by April 16, 2018.
<b>School Handbook</b>	The 2017 ~ 2018 handbook is posted on the school's web site at <a href="http://school.vol.org">school.vol.org</a> . Please read the policies and procedures carefully. In August of each year, the handbook is updated and available on the web site.