



## OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL ADMISSIONS PACKET & LIST OF REQUIREMENTS

### **Mission Statement**

The mission of Our Lady of Perpetual Help Catholic School and Preschool, in partnership with our parish, is to create an environment that nurtures the minds and spirits of our students, helping them to experience learning, live Gospel values in their daily lives, and proclaim with confidence and courage the teachings of Jesus Christ.

### **Non-Discrimination Policy**

*Our Lady of Perpetual Help School, in the Diocese of San Bernardino, is a co-educational school which admits any sex, race, color, national and ethnic origin, to all the rights, privileges, programs and activities, generally accorded or made available to its students. Our Lady of Perpetual Help School does not discriminate on the basis of sex, race, color, national and ethnic origin in the administration of their educational policies, admission policies, financial assistance, and athletic and other school administered programs.*

#### **Diocesan Entrance Age**

**Kindergarten: must be 5 years old by September 1st**  
**First Grade: must be 6 years old by September 1st**

#### **Preschool Entrance Requirements**

**2 1/2 years old and potty trained**

### **PLEASE CALL THE OFFICE IN ADVANCE TO SCHEDULE A TOUR OF OUR SCHOOL ADMISSION DOCUMENTS & PROCEDURES**

All new families seeking admission need to provide the following:

- Registration forms
- Registration fees (non-refundable) per student
- Copy of birth certificate and baptismal certificate
- Current immunization record

#### New Student - Admission Process

Admission of a new student is pending until all documents are received. All new students are required to take a placement exam and complete an interview with the school principal. The registration fee is \$400 per child and placement exam fee is \$50.00 per child, which are to be paid prior to enrollment. The registration and placement exam fees are non-refundable.

Kindergarten placement exams take approximately 30 minutes. Grades 1-7 exams take approximately 2 hours. (New 8th Grade students must be transferring from another Catholic or private school. Acceptance will be at the discretion of the principal.)

Please contact the school office at 760.347.3786 to schedule an appointment time.

Office hours are Monday through Friday from 8:00 am to 4:00 pm, during the months of September through June. Contact the school for July and August office hours.

All tuition payments are processed through FACTS Tuition Management.

(No Exceptions). FACTS. offers options of 10, 11 or 12-month payments of annual tuition and returning families can add registration to FACTS over a 3-month period. Payment of mandatory fundraisers and extended care fees can also be added to FACTS.

### **NEW Preschool & TK Enrollment**

- Pay Registration Fee
- Register for an active FACTS account for tuition (Preschool Year)
- Register for a secure online FACTS accounts by entering <https://online.factsmgmt.com/signin/48JT6> in your web browser and follow the instructions through to setting up your banking information. An annual fee of \$50.00 will be charged by the FACTS Tuition Management.
  - Student Information Form
  - Family Agreement Form
  - Family Requirements Form
  - Tuition Policy Agreement
  - Registration and Tuition Payment Form
  - Consent for emergency treatment
  - ID and Emergence Information
  - Child's Preadmission Health History
  - Parent's Rights/Acknowledgment
  - Personal Rights
  - Physicians Report
  - Permission Slip 1
  - Permission Slip 2
  - Permission to Photograph

### **Documentation Needed**

1. Birth certificate (legible copy of state issued document)
2. Baptismal Certificate (If baptized in any faith tradition)
3. Immunization Card: DH 680, showing complete, age/DOB-appropriate immunizations\*  
\*(NO EXEMPTIONS ALLOWED. We accept NO medical or religious exemptions.)
4. IEP/504/Psychological Testing Results (if applicable).
5. Field Trip Permission Slip

### **ALL NEW Kindergarten-8<sup>th</sup> Grade Students**

- Pay Registration Fee
- Register for an active FACTS account for tuition (School Year)
- Register for a secure online FACTS accounts by entering <https://online.factsmgmt.com/signin/48JT6> in your web browser and follow the instructions through to setting up your banking information. An annual fee of \$50.00 will be charged by the FACTS Tuition Management.
  - Student Information Form
  - Family Agreement Form
  - Family Requirements Form
  - Tuition Policy Agreement
  - Registration and Tuition Payment Form

### **Documentation Needed**

1. Birth certificate (original)
2. Baptismal certificate (if baptized in ANY faith tradition)
3. First Holy Communion Certificate (if Catholic)
4. Report of health examination form school entry (may obtain form from OLPH)
5. Immunization Card (up to date) T dap immunization (incoming 7<sup>th</sup> grade)
6. Oral Assessment Form completed by dentist/dental health professional (K)
7. IEP/504/Psychological Testing Results (if applicable).

## FAMILY REQUIRMENTS:

Volunteers are VITAL to our Catholic School. Parents, families, and other supporters of Our Lady of Perpetual Help Catholic School, who generously contribute their time and talent to Catholic education are among our greatest resources.

Carefully read through each requirement and initial each item, indicating your understanding to these requirements.

- \_\_\_\_\_ Each family will be required to participate in all major school fundraisers. This includes a Bishop's Raffle Tickets, Fall Event, School Walk-a-Thon, Spring Fundraiser, and Year End Fundraiser as set forth by the Parents' Club & School. Each family is also required to complete: 20 volunteer hours (additional hours maybe required for late financial assistance awards)  
3 maintenance hours  
Attend 3 Parents' Club Meetings as stated in the Parent / Student Handbook. All parent participation fees will be billed at the end of each trimester.  
TK & Preschool requirements are- 2 mandatory fundraisers and one maintenance day.
- \_\_\_\_\_ All families are required to be registered through FACTS  
Register for secure online FACTS accounts by entering <https://online.factsmgt.com/signin/48JT6> in your web browser and follow the instructions through to setting up your banking information. An annual fee of \$50.00 will be charged by the FACTS Tuition Management. Registration fees can be added to FACTS over a 3-month period for returning families only.
- \_\_\_\_\_ Returning families will not be allowed to re-enroll for the new school year until any prior year balance exceeding \$500.00 is paid in full.
- \_\_\_\_\_ I/we understand that registering my child/ren makes me/us the person(s) financially responsible for payment of all accounts associated with child/ren. Accounts must be kept current for student(s) to remain at OLPH Indio.
- \_\_\_\_\_ I understand that my child/rens report card or other documents will not be issued until all accounts are settled to the satisfaction of Our Lady of Perpetual Help School. All costs and expenses incurred by Our Lady of Perpetual Help School to collect amounts owed but unpaid at the end of the school year, including any necessary legal fees, will be my individual and collective responsibility as the parent /guardian. Any remaining year-end balance will be automatically added to FACTS management agreement until paid in full.
- \_\_\_\_\_ Any payment adjustments due to late registration require principal approval.

# OLPH, Indio - FAMILY AGREEMENT FORM

AGREEMENTS BY FAMILY- APPLICABLE TO ALL STUDENTS REGISTERED

**General Release of Liability:** My/our signature(s) on this page hereby releases and forever discharges OLPH School, its officers, agents, and employees from all claims and demands, rights and causes of action of any kind that the members of this family now has or hereafter may have on account of or in any way arising from personal injuries known or unknown to the signers of this agreement and property damage resulting from any occurrence which may happen to our child/ren (or legal ward), during his/her stay at OLPH School.

**Emergency Care:** I/we understand that in the case of accident or serious illness, if the school is unable to reach a parent or guardian, I/we hereby authorize OLPH School at its discretion to contact emergency personnel and to allow these professionals to administer treatment and/or transport the child for treatment. The school is also authorized to provide helpful medical and family contact information to these health providers if it has been provided to the school.

**Non-Urgent Care:** I/we understand that in the case of an accident or a serious illness for which the child does not require professional emergency care providers, every effort will be made to contact a parent or guardian. In the event the school is unable to reach a parent/guardian, I/we hereby authorize OLPH School at its discretion to call in the order I/we have listed, an emergency contact to request that he/she pick up the child from school.

**Handbook:** I/we understand that rules and discipline are important to the safety of my/our child/ren and all others who learn, work, visit and volunteer at OLPH School and Preschool. This family agrees to abide by those rules published additionally when necessary.

**Confidentiality:** I/we understand that information provided here is kept confidential unless the school finds it necessary to provide it to medical, law enforcement, or special education providers.

**Uniform Policy:** I/we are willing to adhere to the uniform dress code while my/our students are in enrolled at OLPH School. I understand it is my reasonability to provide the official, approved uniform for my/our children. I understand the

uniform dress code is enforced throughout the school year and that if my child does not comply with the policy, the school administration may contact me/us and request that he/she be picked up from the school campus until such time as my child/ren are compliant with the uniform dress code.

**Extended Care Agreement:** Extended care is offered Monday-Friday from 3:00-5:00pm when school is in session. I/we understand that on minimum days the hours can change. Students who are not picked up by 3:05pm will be checked into extended care and families will be billed for the time spent in extended care. Students will be released only to an authorized person named on the emergency card. Fees:

\$7.00 per child per hour or any part of the hour. Flat rates are available.

Late fee of \$1.00 per minute after 5:00pm will be added to the account, this includes preschool families.

**Billing:** Billing is sent home at the beginning of each month, for the prior month. Payment is due by the 20<sup>th</sup> of each month. Delinquent payments will incur \$25.00 late charge. If more than 2 months are delinquent, the student/s will not be allowed to participate in extended care until the account balance is paid in full. I understand that I will also be billed each trimester \$5 per tardy per student that surpass my 3 allowances each trimester.

**Authorization to Photograph:** I/we authorize the Diocese of San Bernardino and OLPH, Indio to use photograph/images of my/our student to promote and communicate through a presentation, photo display, printed material, posters, internet promotions, electronic multimedia and or billboard displays. I/we agree that this photograph image shall be free for use in the above mentioned areas by OLPH, Indio and the Diocese of San Bernardino without charge or obligation and further hold harmless the Diocese of San Bernardino and its employees, volunteers and agencies with whom it is associated, from any liability or obligation in connection with the use of said photograph/image.

**I do not consent for my/our child/ren's photo to be used for the above mentioned.**

**Signature:**

\_\_\_\_\_

I/We understand and have read all items above and agree to comply with all items and fees stated. I/We accept the policies and conditions set forth at OLPH School, Indio.

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature \_\_\_\_\_



2024 - 2025

**OLPH, Indio - Student Information Form**

Complete one form for each student that you are registering.

\_\_\_\_\_  
Student Legal Last Name                      Legal First Name                      Middle Name

\_\_\_\_\_  
Student Address

\_\_\_\_\_  
Parents Address if Different

Entering Grade \_\_\_\_\_ Male  Female  Date of Birth \_\_\_\_\_

Student's Place of Birth \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Religion: \_\_\_\_\_ US Citizen Yes  No

Student lives with both parents: Yes  No  Mother Only  Father Only  Shared Custody

\_\_\_\_\_  
Guardian/Mother's Name                      Contact Phone Number                      Email

\_\_\_\_\_  
Guardian/Father's Name                      Contact Phone Number                      Email

\_\_\_\_\_  
Stepmother/Stepfather                      Contact Phone Number                      Email

*Please provide any custody information that the school should be aware of.*

\_\_\_\_\_  
Last School Student Attended

How did you hear about OLPH School Indio?  
\_\_\_\_\_  
\_\_\_\_\_

**FOR SCHOOL USE ONLY- Sacramental Record**

Baptism Date: \_\_\_\_\_ Reconciliation Date: \_\_\_\_\_

First Communion Date: \_\_\_\_\_ Parish: \_\_\_\_\_

Has the student repeated any grade? If yes, which grade(s) \_\_\_\_\_

Has the student been suspended or expelled from any school? \_\_\_\_\_

Does the student have an IEP or 504 plan? If yes please provide copies \_\_\_\_\_

Does the student have any type of learning, attention, neurological disorder or any other health impairment? If yes please explain:

\_\_\_\_\_  
Does the student have any allergies? If yes, please list to what:

\_\_\_\_\_  
Does the student take any medications? If yes, please fill out a request for medication.

\_\_\_\_\_

## OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL TUITION POLICY

Please read the following carefully and initial each item, indicating your understanding and agreement:

\_\_\_\_\_ Tuition is to be paid in monthly installments beginning in July, August, or semi- annually in July and January, or annually in July. Payment options also include 10, 11, and 12 monthly payments.

\_\_\_\_\_ Payments must be scheduled through FACTS Tuition Management.

\_\_\_\_\_ If a payment is declined by the bank, the school reserves the right to accept **ONLY CASH PAYMENTS** from that family for the remainder of the school year. These payments would be due prior to the month of service.

\_\_\_\_\_ If tuition is past due and payment arrangement has not been made, parents will be contacted by school administration. Continued failure to comply with payments may result in parents being asked to withdraw their child/ren from the school.

\_\_\_\_\_ A \$20.00 school handling fee, in addition to applicable FACTS returned payment fees and/or any bank service fees incurred by the school, may be charged for any payment that is declined by the bank for any reason.

\_\_\_\_\_ Postdated checks cannot be accepted by the school at any time.

\_\_\_\_\_ I understand that my children/s field trips, progress reports, and report cards may be withheld, if there are any outstanding balances due.

\_\_\_\_\_ Students/Families that withdraw their child/ren from OLPH, must settle any outstanding balances before the last day of attendance at OLPH school. Prepaid tuition will be refunded. Registration and testing fees are non-refundable.

\_\_\_\_\_ Families with an outstanding balance that do not make payment arrangements with the principal, will be referred to our collection agency.

\_\_\_\_\_ Office payments will be applied to any and all late balances first.

**OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL  
REGISTRATION AND TUITION PAYMENT FORM**

PARENT OR RESPONSIBLE PARTY: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP \_\_\_\_\_  
(if different)

HOME TELEPHONE NUMBER: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

WORK TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESSES: \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Total Tuition:

Total Amount of Payments:

Total Due By:

STUDENT NAME:

PRESCHOOL:

Full-time/Part-time

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE \_\_\_\_\_ PT/FT \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE \_\_\_\_\_ PT/FT \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE \_\_\_\_\_ PT/FT \_\_\_\_\_

\_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GRADE \_\_\_\_\_ PT/FT \_\_\_\_\_

**I understand that the Registration fee for each child is a non-refundable fee of \$400 and must be paid now to secure my child's placement.**

**For the 2024-2025 school year I will pay my child/ren's full tuition for the year by the payment plan and option checked below.**

**Choose one option:**

**Option A-Tuition Only**

**Option B -Add the 4 mandatory fundraisers with my tuition plan**

**Plan 1:**

**10 Payments through FACTS beginning in August through May**

**11 Payments through FACTS beginning in July through May**

**12 Payments through FACTS beginning in July through June**

**Plan 2:**

**2 payments through FACTS in July 2024 and January 2025**

**Plan 3:**

**1 payment through FACTS in July 2024**

**Plan 5: Only applicable if agreed upon with the principal and financially responsible party.**

**OTHER** \_\_\_\_\_

**Choose one plan:**

**PLAN 1 Monthly Payment through FACTS.**  
This option entitles the responsible party to budget payments through FACTS Management Company.

**Please indicate which date:** 2nd  or 17th

**Both Dates with payments split in half.**

**PLAN 2 Semi-Annual Tuition Payments due July 2024 and January 2025.**  
This option entitles the responsible party to pay in two equal payments through FACTS Management Company. There is no discount.

**PLAN 3 Full Tuition Payment due by 7/1/2024.** This option entitles the responsible party to a \$100 discount per child. This payment must be paid directly to the school by the due date.

If you are re-enrolling in FACTS, you do not have to complete a new FACTS agreement at this time. You will be contacted at a later date to sign the form. However, if your bank information or financially responsible person has changed from last year's FACTS agreement, please update at <https://online.factsmgt.com/signin/48JT6>

Any changes must be updated in FACTS and given to the school as soon as possible. Adjustments due to financial assistance, scholarships, or other awards will be made directly by the school. You will be notified of these changes.



I agree to make tuition payments for the 2024-2025 school year according to one of these options. I also understand that any remaining balance from parent participation fees, missed Parents' Club meetings, fund-raisers, extended care, lunch vouchers and/or other financial obligations will be added to this agreement by June 30, 2025. I understand **tuition is not refundable, nor will it be pro-rated as long as a student is registered for one or more days in a given month; the full month's tuition will be assessed. Any advanced payments are refundable.**

I understand the opportunity to finance my payments over the school year, with no interest charged, is a privilege as well as an obligation. Failure to make payments is a serious matter. Delinquencies caused by insufficient funds will automatically be re-attempted by FACTS on the next withdrawal date, usually 15 days later. The missed payment fee charged by FACTS is \$30.00 for each insufficient payment. Closed accounts must be paid to the school within 10 days of notice from FACTS or my bank, otherwise families will be asked to withdraw from OLPH School. However, in the event of a family emergency impacting my finances, a written request for special arrangements may be made to the principal.

I understand that if these obligations are not paid on time, then the following policy will be enforced:

Payments not received 30 days following due date will be considered late and may affect RenWeb and/or Google Classroom access for you and your student.

The parent/guardian or financially responsible party will be notified in writing that the payment is delinquent and must be paid within 15 days of the date of the letter. If payment is not made within the allotted time, a late fee will be assessed to the parent's tuition account. Further, if there is a financial problem, the parent is urged to contact the principal to discuss special matters. If the student's tuition still has not been paid after 45 days, and the responsible parent/guardian has not contacted the principal to make payment arrangements, the parent/guardian shall be notified in writing that the student(s) enrollment will be terminated effective 30 days from the date of termination letter. All unpaid accounts which have not been resolved with the principal will be sent to a collection agency.

**30 days late:** \$30.00 Late Fee – Letter and Payment due 15 days thereafter

**45 days late:** \$45.00 Late Fee Applied – Contact the principal

**60 days late:** \$60 .00 Late Fee Applied and Terminate enrollment

If no payments are made the account will be sent to collections.

I have read the school policy regarding tuition and agree to abide by this policy. I understand that my children/s field trips, progress reports, and report cards may be withheld, if there are any outstanding balances due. Additionally, I have read the school handbook and agree to abide by school and diocesan policies.

\_\_\_\_\_  
Responsible Party's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible Party's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date