



Owensboro Catholic Schools

# Pre-Registration Information

## 2012-2013 School Year

- **Pre-Registration is March 5-29. A \$50.00 non-refundable deposit per family must be submitted with your Pre-Registration Form.** If your Pre-Registration Form is received by March 29, this deposit will be applied toward your 2012-2013 tuition. After March 29, this \$50 is a late registration charge and will not be applied toward tuition. Forms will be date stamped when they are received.
- According to the Owensboro Catholic Schools (OCS) Tuition Policy, all families are expected to choose a payment plan for the next school year at the time of pre-registration.
- Families may pre-register at a school site or mail the Pre-Registration Form and parish voucher (if applicable) with the \$50 deposit to the Central Office.
- New families transferring into OCS (grades 1-12) should contact the OCS Central Office about admission procedures.
- Families are strongly encouraged to pre-register if they plan to enroll next year, as staffing and hiring decisions are made based on pre-registration enrollment figures.
- Families who register after March 29 will be accepted on a space-available basis and may be placed on a waiting list. Space availability will be determined after completion of pre-registration.
- Copies of the OCS Tuition Policy are available from the Central Office and online at [www.owensborocatholic.org](http://www.owensborocatholic.org). The policy states that all families must be current in their payment of tuition:
  - August 1 - In order to be admitted on the first day of school.
  - December 20 - In order to be readmitted in January.
  - April 20 - To receive report cards and permanent records, and for seniors to receive caps and gowns and be allowed to graduate on stage.
  - Student records will not be released until all financial obligations are settled.
- High school book fees are billed separately by Owensboro Catholic High School and are not included in the tuition rates.
- As a condition of registration, each parish-sponsored family also agrees to generate at least \$175 in profit through the SCRIP program during the school year, or to buy out of the SCRIP program by paying this amount. This profit or buy out is in addition to the tuition rates. At the end of the year, families who have not reached the \$175 goal will be billed for the difference. Once the goal is met then 75% of SCRIP profit above the \$175 goal is earned back as a tuition rebate for the following school year.
- It is essential for families to sign up for the Extended School Day Program during Pre-Registration in order to secure enrollment in the program for the 2012-2013 school year.

- Owensboro Catholic Schools utilize needs-based financial assistance. OCS has contracted with Private Schools Aid Service (PSAS) to determine how the financial aid will be distributed. \$910,000 in tuition assistance will be awarded through PSAS.
- Student Aid Forms mailed by February 15, 2012 are included in the initial financial aid pool, where the majority of tuition assistance is awarded.
- Less tuition assistance will be available for forms filed after February 15.
- **All aid will be awarded by August 1, 2012.**
  - After August 1, 2012, only appeals for extraordinary circumstances will be accepted.
  - New families registering throughout the course of the school year will have the opportunity to file for financial assistance.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the OCS Central Office as soon as possible when they are experiencing economic difficulties. We will work out arrangements with families on an individual basis.

**Return the Pre-Registration Form with \$50 and your parish voucher (if applicable) and keep this sheet for your records.**

# Faith

IN EDUCATION



Owensboro Catholic Schools share in the mission of the Church in cooperation with families to provide a religious and academic education which prepares students to become responsible members of family, Church, and community.

## OCES K-3 Campus

4017 Frederica Street  
Owensboro, KY 42301  
270-684-7583  
[www.owensborocatholic.org/schools/k-3](http://www.owensborocatholic.org/schools/k-3)

## OCES 4-6 Campus

525 East 23rd Street  
Owensboro, KY 42303  
270-683-6989  
[www.owensborocatholic.org/schools/4-6](http://www.owensborocatholic.org/schools/4-6)

## Owensboro Catholic Middle School

2540 Christie Place  
Owensboro, KY 42301  
270-683-0480  
[www.owensborocatholic.org/schools/ocms](http://www.owensborocatholic.org/schools/ocms)

## Owensboro Catholic High School

1524 West Parrish Avenue  
Owensboro, KY 42301  
270-684-3215  
[www.owensborocatholic.org/schools/ochs](http://www.owensborocatholic.org/schools/ochs)

## OCS Central Office

1524 West Parrish Avenue  
Owensboro, KY 42301  
270-686-8896  
[www.owensborocatholic.org](http://www.owensborocatholic.org)

## SCRIP SUCCES\$ Office

270-852-8033



Owensboro Catholic Schools

[www.owensborocatholic.org](http://www.owensborocatholic.org)

## Checklist

Below is a checklist for Registration. These forms are due to the appropriate school office by the start of the 2012-2013 school year.

### Incoming Kindergarten Students or New Students in Kentucky for the first time

- Baptismal Certificate (if applicable)
- Birth Certificate (original); the school secretary will make a copy for the school file.
- Social Security Card (original); the school secretary will make a copy for the school file.
- Kentucky Immunization Form
- Kentucky Medical Examination Form: This physical may be obtained anytime within one (1) year prior to entry into kindergarten.
- Kentucky Eye Examination Form: This exam may be obtained anytime within one (1) year prior to entry into kindergarten.
- Kentucky Dental Screening/Exam Form (For Kindergarten only): This screening/exam should be completed by January 1st of the first year of school enrollment (January 2013).

### Incoming New Students (Incoming grades 1-12)

- Baptismal Certificate (if applicable)
- Student records from previous school will be requested by OCS

### Incoming 6th Grade Students

- Tdap Vaccine, regardless of first dose of this immunization
- Meningococcal Vaccine
- Varicella Vaccine (Chicken Pox) Vaccine: second dose or Physician documentation the child has had this disease
- 6th Grade Physical Exam on KDE approved form. This is different than a KHSAA Athletic Physical, which cannot be accepted as the 6th grade Physical.

### Athletic Physicals

- The Kentucky High School Athletic Association (KHSAA) form is available in most physicians' offices and on the OCS website. The form must be turned into the school office before the student participates on any athletic team sponsored by the Owensboro Catholic Schools. The sports physicals are good for one year and are separate-and-in-addition-to any other required documents.

### In Owensboro, Immunization may be obtained by appointment from:

- Green River District Health Department, 1600 Breckenridge Street, 270.686.7744
- Foust Health Center at Foust Elementary School, 601 Foust Avenue, 270.683.2193
- Immunizations are offered at some Pediatrician offices in Owensboro. Call your Pediatrician to inquire if immunizations are available in-office.

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Each parish-sponsored family is required to turn in a parish voucher from their Pastor with the Pre-Registration form to be registered as parish-sponsored.

Registration for the 2012-2013 school year will be finalized on Wednesday, July 25 from Noon-6 pm. Every family is required to register their family on this date in the small gymnasium at Owensboro Catholic High School.

### For Your Records

Pre-Registration Form Sent in \_\_\_\_\_ Check # \_\_\_\_\_