



OUR LADY OF THE LAKE

CATHOLIC SCHOOL



2023-2024
School Year

Re-Enrollment Guide



“Under the guidance of the Holy Spirit,
rooted in Sacred Scripture and centered
on the Eucharist, Our Lady of the Lake
Catholic School embraces the values of
Education, Faith and Citizenship.”



Dear Laker Families,

Catholic Schools Week is that time of year when we open enrollment for the next school year. **We are happy to announce that we have simplified the re-enrollment process for the 2023-2024 Academic School Year.** We have transitioned to continuous enrollment and have created 3 simple forms that need to be filled out and delivered to the Enrollment Management Office to complete the re-enrollment for your student(s). No need to login in to the FACTS system to process the online enrollment forms. Just submit the 3 forms and we will take it from there.

Please take time to read through the "Re-Enrollment Guide" as there are announcements from Fr. John Fleckenstein, Canonical Pastor of Our Lady of the Lake Catholic School, Kim Siglow our LCAB President, Sherri Kirschner our PS - 5th grade principal, and James White our 6th - 12th grade principal. **Included is the Re-Enrollment Checklist that instructs you on what you need to do to re-enroll your student(s) and the forms that need to be submitted.** This document also includes the 2023-2024 Tuition Fee Schedule, Financial Assistance Application Form, Volunteer Form, and several other informational documents.

Please note the following:

- No Registration Fee.
- You will receive a Transitional Grant of \$500 per student for students transitioning from Preschool/TK to Kindergarten, 5th to 6th Grade, or 8th to 9th Grade.
- Financial Assistance is available for those who qualify. Funds are limited and will be awarded on a first come first serve basis, so apply as soon as possible. Financial Assistance Applications are due by May 1, 2023.

Thank you in advance for enrolling your children at Our Lady of the Lake Catholic School for the 2023-2024 Academic School Year.

If you need assistance or have any questions, please contact me at 269-983-5520 or lglending@lmclakers.org, I'm always happy to help.

Remember to deliver your forms to the Enrollment Management Office by 2/28/2023.

Thank you and God Bless,



Larry Glending
Director of Enrollment Management

Our Lady of the Lake Catholic School
915 Pleasant St.
St. Joseph, MI 49085
(269) 983-5520

Education • Faith • Citizenship



Dear Laker family:

As you know, on March 3, 2022, our school embarked on an exciting new journey. While never losing our roots as first the Irish, then the Ponies, and now the Lakers, we took a courageous and important step towards our future. While it is true that we will remain “Lakers Forever,” we have begun something new as we consecrated our school and dedicated ourselves to Our Blessed Mother, Mary.

Last year, I wrote that the 2022-2023 school year will be “transformational.” That has happened, and the transformation continues to happen. Building on the successes and traditions of our past, we have made great strides in advancing our school and, therefore, advancing the mission given to us from our Teacher and Master, Jesus Christ, risen from the dead.

We have now focused our efforts on “seven pillars.” Those seven pillars, as you know, are:

- Governance
- Catholic Culture
- Academics
- Finances
- Enrollment Management
- Development
- Infrastructure

As returning families, you know we have had many successes in each of these areas. I truly believe that the best is yet to come. We know that it is a sacrifice for families to invest themselves in our school. But the rewards that will come are certain given your sacrifice. This year you will notice an increase in tuition from the previous school year. We have only increased tuition once in the last three school years. However, as you know, due to higher inflation, which has risen over 7% in the last year, we are forced to make this increase. Like you, we have seen a significant increase in costs. At the same time, we have a goal to increase the salaries of our teachers in order to maintain academic excellence. I am certain that everyone will understand this necessity. Please remember that tuition assistance is available for families who are in need of it.

When we embarked on this new journey, we envisioned a plan that would take three to five years to slowly develop. I couldn't have imagined how far we have gotten already. You are an essential part of this new journey.

Make no mistake about it, though. While we have many excellent leaders in our school, our true Pastor and Principal is Jesus Christ. If we can keep our eyes fixed on Jesus, our efforts will continue to thrive.

So, I will repeat what I said last year because I know it is true. The 2023-2024 school year will be transformational. We are not preparing our students for the world; we are preparing them to change the world. There cannot be a price tag on that.

Thank you for your continued commitment to our school. May the good work the Lord is doing here be brought to fulfillment.

Our Lady of the Lake, Pray for Us!

Fr. John D. Fleckenstein
Canonical Pastor



Dear Laker Families,

Thank you for your consideration to re-enroll your children at Our Lady of the Lake Catholic School for the 2023-24 school year! We recognize that you want the best for your children, and we believe OLL is the best. The Our Lady of the Lake Advisory Board works with school administrators and our pastor, Father John Fleckenstein, to ensure we are relentlessly committed to our values of Education, Faith, and Citizenship.

We are dedicated to having the right resources, focused in the right areas, generating the right results; so that our students, faculty, and staff can perform at their best. We do this through soliciting continuous feedback, understanding priorities, and performing strategic planning for the short-term, medium-term, and long-term periods. Using this formula, we ensure an aligned purpose and continuous improvement of our schools.

Thank you again for your consideration. We are doing great things at OLL, and I hope your family will continue to be a part of it!

Kimberli Siglow

The Our Lady of the Lake Advisory Board President

ksiglow@lmclakers.org



Dear Parents,

Thank you so much for allowing us the opportunity to help your child grow in education, faith and citizenship at Our Lady of the Lake Catholic School, South/Elementary. We are honored with the trust you've placed in us. Thank you, also, for the sacrifices your family makes in order to afford your child(ren) a quality, faith based education at OLL. As a parent of three boys who all attended Catholic schools, I understand and appreciate the importance you have placed in your child(ren)'s education. As we enter the second semester of the 2022-2023 school year, we begin thinking about the 2023-2024 year. I would love for your child(ren) to join us once again.

When I walked into our school this past summer, I knew I was walking into an amazing place where all children are not only educated, but also loved and respected. Our dedicated team of teachers, small class size, stellar academics, as well as the personal relationships we build with our students and families all create a wonderful place for your child to be educated.

Even the best places have room for growth and improve and we have some amazing opportunities to enhance or start programs next school year. Our STREAM room has been evolved into a MakerSpace complete with robots, circuits, creativity, craftsmanship, innovation, a 3D printer, and a Glowforge laser, engraver, cutter. Some teachers have volunteered to pilot the programs in their class this semester and it will be a universal implementation in all classes, preschool 3 through 5th grade, next school year.

We are increasing our commitment to address the needs of each child as unique learners by differentiating within the classroom with a focus on math and reading, exploring how to better accommodate students with learning differences, and embracing our faith to the fullest extent.

I look forward to working with you again next year. If you have any questions or concerns, please feel free to reach out to me.

Peace and Blessings,
Sherri Kirschner, M. Ed., MSEL, Principal South Campus
(269) 429-0227
skirschner@lmclakers.org



Dear Lakers,

As we begin our student re-enrollment for the 2023-2024 school year, I want to thank you all for choosing Our Lady of the Lake Catholic School to educate your children. Making the sacrifices to send your children to an exemplary Catholic school is a priority decision you have chosen to make and invest in your family. Our mission is to afford all students the very best in education, faith and citizenship development.

Next school year will be one of awesome opportunities for our students. At the middle grades, we are transitioning to a team structure of students and teachers. Advisory time and flash electives will support our students in their social and emotional development. An expanded elective curriculum opens doors for student exploration in a variety of academic areas. Our STREAM and Finance labs afford space for hands-on, rigorous and relevant learning experiences. Our campus ministry program will continue to grow and offer our students opportunities to serve their parish, each other and the community.

Our high school students will embark on an academic journey allowing choice between College-Ready and Advanced Placement courses in all content areas. Our Advanced Placement courses begin at grade 9 and continue through grade 12. Our new DECA chapter and partnership opens doors for enriched learning in the areas of business, finance and marketing. Expanded club offerings from Interact to campus ministry allow for students to experience first hand the importance of putting others above self. Cultural and language immersion trips and student exchanges with students from Germany, France, Spain and Guatemala nurture global relationships and expand one's understanding of shared human experiences.

Our Lady of the Lake Catholic School is poised for greatness as we continue to embrace Fr. John's seven pillar plan for excellence in Catholic Education. Retaining teachers, administrators and staff has been a key contributor to our increasing success. Expanding our capacity and personnel to include a Director of Enrollment Management, a Director of Development and even a future school president will support and advance our mission, goals and student opportunities. As we enter a new school year our ongoing focus is to embrace a PreK-12 school model rooted in Gospel values that brings out the very best in all students and their families.

Yours in Education, Faith and Citizenship,
James White M.Ed.-Principal Downtown Campus
(269) 983-2511
jwhite@lmclakers.org



**OUR LADY
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Re-Enrollment Required Forms & Information



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

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RE-ENROLLMENT REQUIRED FORMS AND INFORMATION

The following 8 pages consist of required forms and information that you need to read and complete; they are as follows:

- Re-Enrollment Checklist
- Re-Enrollment Verification Form
- 2023-2024 Enrollment Contract & Option Selection Form
- Letter From Fr. John Fleckenstein
- Parish Certification Form
- Diocese of Kalamazoo "Protecting God's Children" Program



**OUR LADY
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Re-Enrollment Checklist



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

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Re-Enrollment Checklist

Re-Enrollment this year will be simplified greatly by just completing these four easy tasks. You will no longer need to login to FACTS to re-enroll your children. Just complete this checklist and we will take it from there. If you need to make any demographic changes such as address, phone numbers, etc.; you can always login in to the FACTS Family Portal, using your account login, and make those changes at any time. **The following items are required to complete the re-enrollment process for your student(s). All forms need to be delivered to the Enrollment Office, at 915 Pleasant St., St. Joseph MI 49085, by February 28, 2023:**

- Complete and submit the Enrollment Verification Form.
- Complete and submit the Enrollment Contract, Payments Types & Financial Assistance Form
- Complete and submit the new Parish Certification Form if you wish to receive the Catholic Parishioner Tuition Rate. This is a new form and even if you have submitted one in a previous year, you need to submit this new form. **(This form must be signed by your Pastor.)**
- If you haven't already done so, please remember to take the online Protecting God's Children (Virtus) training. You only have to take this training once, so if you have taken the training in a previous year, you do not have to take it again. Instructions and forms can be found at: <https://ollakers.org/files-and-forms>. **(The online class takes approximately half an hour to complete. Each parent is required to take the class.)**

Failure to submit these forms by the due date will automatically re-enroll your student(s) and you will be bound by contract as if you processed the online enrollment packet.



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Re-Enrollment Verification Form



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

Submit this form by February 28, 2023

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Re-Enrollment Verification

We are simplifying the re-enrollment process by eliminating the online process. You will no longer need to login to Facts to re-enroll your children. Please complete this form and we will take it from there. If you need to make any demographic changes such as address, phone numbers, etc.; you can always login in to the Facts Family Portal, using your account login, and make those changes at any time.

| Enter Students Full Name (Please Print) | Enrollment Choice (Check the appropriate box) | | |
|--|---|--------------------------|--------------------------|
| | Will Re-Enroll | Will Not Re-Enroll | Undecided |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This form needs to be filled out and submitted to the Enrollment Office at 915 Pleasant St., St. Joseph, MI 49085 by February 28th, 2023. **Failure to submit this form by the due date will automatically re-enroll your students and you will be bound by contract as if you processed the online enrollment packet. Please sign and date the form below.**

Parent Signature: _____ Date: _____

Date Accepted by OLL: _____



OUR LADY OF THE LAKE

CATHOLIC SCHOOL

2023-2024 Enrollment Contract Options, Payment Types & Financial Assistance



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

Submit this form by February 28, 2023

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The parent(s) or guardian(s) checking the contract option and submitting this form for a student(s) (the "undersigned"); agree(s) that the obligation to pay all fees and tuition for the student(s) for the full academic year pursuant to this contract is unconditional. If the form is not submitted to the Enrollment Management Office by February 28, 2023, then Option #1 will be your default contract option and the obligations listed here will apply. The undersigned agree(s) that the obligations of this contract are not divisible or fractional. This means that after the enrollment period, no portion of the fees and tuition paid or outstanding will be refunded or balance due cancelled without written approval from the Director of Business Operations. Except for students moving out of the service area of OLL, the obligation to pay fees and tuition remains unconditional, including but not limited to the withdrawal, dismissal, or absence of the student from Our Lady of the Lake Catholic School.

This enrollment contract is for a period of one year. This contract will automatically renew next year unless you elect to opt out, by March 1st during next year's enrollment period. The schools' obligations under this contract are conditional upon the successful completion of the current academic year by the student. The undersigned and the student(s) agree to accept and abide by the rules and regulations of Our Lady of the Lake Catholic School, as the rules and regulations presently exist or may be changed from time to time by the school. The undersigned accept(s) and agree(s) to the schools' policy that if an account is not current or paid in full (as applicable) by May 30, 2024, the student's grades will not be calculated and the student will not be allowed to start the 2024-2025 school year. In the event the undersigned fails to pay all fees and tuition by May 30, 2024, then the undersigned will be responsible to school for all costs of collection, reasonable attorney's fees, and a 1.5% per month late fee.

- Prorated tuition will be refunded to those families moving out of the service area of the school system only upon receipt of school's request for transfer of student's records form. Service area is defined as within 50 miles of 915 Pleasant Street, St. Joseph, MI. Enrollment Withdraw Fee of \$200 per student up to a maximum of \$600 per family will be assessed.

CONTRACT OPTIONS – 2023/2024 ACADEMIC YEAR – Select Option Below:

- OPTION # 1** Current Families - Pay the entire tuition balance by May 30, 2023
 - New Families - If enrolling before May 1, 2023, pay the full tuition balance by May 30, 2023, or enrollment after May 1, 2023, within 30 days of enrollment date.
 - If total amount is not received by the due date of May 30, 2023, you will be required to use Option #2. If payment is not received by May 30, 2023, a monthly interest fee will be calculated based on an interest rate of 6% APR and charged to your account until the loan is completed.
- OPTION # 2** Monthly Payments
 - If the amount you wish to finance is greater than or equal to \$2,500, you must fill out the Horizon Bank Tuition Loan Application form and submit it to the Business Office by May 1, 2023. There will be \$100 loan application processing fee that you will be charged by Horizon Bank to process your loan application. The interest rate on the loan will be 5%APR.
 - If the amount you wish to finance is less than \$2,500 then you will be required to sign a contract directly with OLL for your monthly payments. The monthly payments will be calculated based on an interest rate of 6% APR. Your tuition balance must be paid in full by May 30, 2024. A \$10 late fee will be charged to your account if your monthly payment is not received on time.
 - If the tuition loan has not been submitted by May 30, 2023 or within 30-days from enrollment date after May 30, 2023, a monthly interest fee will be calculated based on an interest rate of 6% APR and charged to your account until the loan is completed.

See Back





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2023-2024 Enrollment Contract Options & Payment Types

Continued

Submit this form by February 28, 2023

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- **OPTION # 3** Our Lady of the Lake Catholic School employee payroll deduction.
- **OPTION # 4** Request an alternate option. (If you select this option, Option #1 is binding until an alternate Contract Agreement is reached.)

Please note: Your 2023-2024 tuition balance must be paid in full by May 30, 2024.

PAYMENT TYPES – 2023/2024 ACADEMIC YEAR: Check Payment Type

- **TYPE # 1** Payments made by cash or check - No additional fee
- **TYPE # 2** Payments using Visa/Master Card - Please note, a 2% Merchant Fee will be added to your account when using this payment method.

Note: All payments can be made online using our OLL Payment Portal at www.OLLakers.org or by sending in your payment to the Business Office at 220 Church St. St. Joseph, MI 49085

The undersigned agree(s) to the terms of this enrollment contract and acknowledges(s) the tuition refund policy of the school stated above.

FINANCIAL ASSISTANCE: Check if you will be applying for Financial Assistance

- **Yes**, I will be applying for Financial Assistance

DAY CARE: Preschool Only

- 2 Day ◦ None
- 3 Day
- 5 Day

AFTER CARE: PS - 5th Grade Only

- 1 Day ◦ 2 Day
- 3 Day ◦ 4 Day
- 5 Day ◦ None

Print Parent Name: _____

Parent Signature: _____

Date: _____

If this form is not turned in by February 28, 2023 then Option #1 will be the default contract option.

Sign and return to the Enrollment Management Office
915 Pleasant St., St. Joseph, MI 49085



Dear Laker Family,

One of the benefits of being a Catholic family registered in one of our supporting parishes is to receive a parish tuition fee rate grant. The amount of this grant is based on grade level, as you will see on the tuition fee schedule. Please remember that our local parishes provide significant subsidies to our school in order to assist Catholic families in their tuition fees.

To qualify for this grant, a family must meet the following requirements:

1. Registered at a Catholic parish
2. Attending Mass regularly and consistently at Sunday (Saturday evening) Mass as well as Holydays of Obligation
3. Contributing to the parish financially or, for those unable to do so, providing service to the parish at which you are registered

Your pastor will be asked to verify that Catholic families are fulfilling the requirements by using the Parish Certification Form. If there are questions about this, you may speak to your pastor.

Thank you for understanding these requirements.

Sincerely,

Fr. John D. Fleckenstein
Canonical Pastor



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Parish Certification Form



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Submit this form by February 28, 2023

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In order to receive the Catholic Parishioner Tuition Rate, this form is required by all families enrolling in the 2023-2024 Academic Year

This is to certify that _____ is a registered family, attends mass regularly,
 Family Name
 is a contributing member of _____ Parish,
 and qualifies for the contributing parish member grant.

 Pastor's Signature Date

Family Name: _____ Children Names: _____

Address: _____

 Parent Signature Date

By signing this form, you agree that you have read and understand the Letter from Fr. John Fleckenstein as this letter Identifies the requirements for receiving the Catholic Parishioner Tuition Rate for the 2024-2025 Academic School Year.

This form must be signed by your pastor and returned to the Enrollment Management Office, 915 Pleasant Street, St. Joseph, MI 49085



OUR LADY OF THE LAKE

CATHOLIC SCHOOL

Diocese of Kalamazoo Protecting God's Children Program



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TRAINING INFORMATION: REGISTRATION AND FAQs

Required for all parents who have students attending OLL.

Per Diocesan policy, anyone who volunteers or works in any capacity at the parish or school level must complete the Protecting God's Children Program.

How To Create an Online Account and Register For A Session:

Please register online for an awareness session (Virtus training). If you do not have internet access, contact Juliana Sarno at (269) 983-5529. She will give you alternate sites you can use.

You need an email address. It will be used for the follow-up bulletins, if required to do continuing online training. If you do not have an email address, please let your supervisor or Juliana know. They will help you get a free email account at Yahoo! You may use noaddress@virtus.org for now.

Type www.virtusonline.org in your browser's address bar. Click the light green box labeled "FIRST-TIME REGISTRANT". Select "Begin the Registration Process". Select "Kalamazoo, MI" (Diocese) as your organization.

Choose a user name and password you can easily remember. Try using your first and last name, no spaces and small letters. Click "Continue". Provide the information requested on the following page. Click "Continue" to proceed. Provide the requested information.

Select "LAKE MICHIGAN CATHOLIC SCHOOLS (St. Joseph)" where you volunteer or work. Select the "role(s)" that you serve within your organization. Please check all that apply. Additionally, if you have a title within your diocese, enter it in the box, i.e. Teacher, DRE, Catechist, Coach & etc.

Click "Continue" to proceed. Answer four yes/no questions. Click "Continue" to proceed. If you have already attended a Protecting God's Children Session, click "YES" otherwise click "NO".

- If you choose "NO" during the previous step, you will be presented with a list of upcoming sessions within your organization. When you find the session you would like to attend, click the "circle" next to the title.
- If you choose "YES" during the previous step, skip this step. If you chose "YES", you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session., then click "Complete Registration". You will see a message confirming that you have completed the registration process. If you have correctly entered your email address you will receive an email confirmation.

Please email Juliana at jsarno@lmclakers.org when you have completed the online training module.



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FREQUENTLY ASKED QUESTIONS

Who has to attend the Protecting God's Children awareness program?

- All Clergy
- All employees of the Diocese of Kalamazoo and their parishes and schools
- All OLL Parents who have students attending OLL.

Why do I have to attend these sessions? I am not a threat to children!

- You are not being blamed for child sexual abuse. You are seen as the solution.
- You will be trained to identify the risks to children early enough to prevent child sexual abuse from occurring.



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ADDITIONAL INFORMATION PAGES

The following pages consist of additional forms and information, they are as follows:

- 2023-2024 Tuition Fee Schedule
- Ways to Reduce Tuition
 - Financial Assistance Application
 - Tuition Reduction Incentive Program
 - SCRIP Program
 - What is SCRIP?
 - SCRIP Enrollment Form
- Tuition Refund Policy
- Tuition Bank Loan Application
- After School Care Registration Form
- Volunteer Criminal Background Check Authorization Form
- Athletic Forms
 - MHSAA Medical History Form
 - Concussion Information Form



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2023-2024 Tuition Fee Schedule

| Tuition Fee | 3 Day Preschool | 5 Day Preschool | Transitional Kindergarten | Grades K-5 | Grades 6-8 | Grades 9-12 |
|------------------------------|--------------------|--------------------|------------------------------|---------------|---------------|----------------|
| Catholic Parishioner Tuition | \$2,990 | \$4,100 | \$5,940 | \$5,940 | \$6,700 | \$7,680 |
| Standard Tuition | \$4,100 | \$5,725 | \$8,325 | \$8,325 | \$8,825 | \$9,590 |

- Tuition is non-refundable unless you qualify based on our Tuition Refund Policy. In that case, your enrollment withdrawal fee of \$200 per student up to a maximum of \$600 per family will be assessed.

Multi Child Grant

- 3rd Child Enrolled: Family pays 60% of tuition
- 4th and additional children: Family pays no tuition. A \$700 materials & technology fee for each child is required.

Transitional Grant

- For current families with children transitioning from:
- PS4/TK to Kindergarten \$500.
 - 5th to 6th Grade \$500.
 - 8th to 9th Grade \$500.

Tuition Fee Includes

- Book Fee.
- Technology Fee
- Retreats
- Athletic Participation Fee

Financial Assistance

- Financial Assistance is available but the budget is limited so get your application in early as the funds are awarded in the order the applications are received.
- To be eligible, families must have a K-12 student at OLL. Preschool students are eligible only if a K-12 sibling is also enrolled.
- OLL offers a simple and discreet process. Contact the Enrollment Management office with any questions at 269-983-5520.



“Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship.”

Our Lady of the Lake Day Care Rates (11:50 am - 2:50 pm)



Registration - To register for Day Care, you must fill out the Day Care portion section on the online enrollment registration form. Registration is limited to 10 students; we encourage parents to sign up early.

Billing - Parents are billed for Day Care monthly, and receive statements prior to the month of the Day Care Service.

| Day Care | 2 Day Day Care | 3 Day Day Care | 5 Day Day Care |
|--------------|----------------|----------------|----------------|
| Monthly Rate | \$160 | \$230 | \$380 |

After School Care Rates (2:50 pm - 5:00 pm)

Registration - To register for After School Care, grades PS-5th, you must fill out the After School Care Registration Form. Due to limited space, we encourage you to register even if you think you might only use After School Care once or twice during the school year. You may register at any time during the school year if space allows.

Registration Fees - There is a non-refundable registration fee of \$10/child (with a \$25 maximum/family). The registration fee payable for the current school year and must be paid at the time of registration in order to hold your student(s) spot in the After School Care program.

Billing - Parents will receive bi-weekly statements on Facts. Please check your account bi-weekly for the most recent billing.

| After School Care Daily Rate |
|------------------------------|
| \$16 |

International Student Tuition

Application & Enrollment - Contact the Enrollment Management Office to begin the application process. The International Student Tuition Rate does not include any hosting fees.

Billing - International student's tuition must be fully paid before attending Our Lady of the Lake Catholic School.

| International Student Tuition 6th - 12th Grade |
|--|
| \$11,450 |

Making Tuition Affordable

Every student benefits from the Lake Michigan Catholic School Fund's advancement efforts and our Parishes, who make up the GAP between the cost of educating each student and the actual tuition.

Financial Assistance is available and all families are encouraged to apply. Let us know how we can help you provide this valuable gift to your children.

Additional ways to reduce the cost of education include [Transitional Tuition Grants](#), [Multi Child Grants](#), [Tuition Reduction Incentive Program \(TRIP\)](#), [SCRIP Program](#), and [International Student Hosting](#).



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FINANCIAL ASSISTANCE APPLICATION

Actions necessary to finalize your Tuition Assistance Application

- Complete Tuition Assistance Application
- Attach a copy of your 2022 Federal Tax Return
- Attach a copies of your 2022 W-2's
- Attach any other information as specified on the application form
- Submit your completed application and supporting documentation to Covenant Tuition Services in one of the following ways:
 - Mail:
 - Covenant Tuition Services
 - PO Box 111
 - Fulton, IL 61252
 - Email: info@cts-tuition.com
 - Phone: 815-441-7432
 - Fax: 815-401-4001·Go to: <http://www.cts-tuition.com/app/lakstjmi/>
- Make your application processing fee payment

To be eligible and qualify for Financial Assistance, complete and submit all information to Covenant Tuition Services(CTS) prior to the deadline date of 5/1/2024. Funds are limited so apply as soon as possible. Funds will be awarded on a first come first serve basis.



Covenant Tuition Services

Covenanting to Serve Christian Schools as unto the Lord

www.cts-tuition.com/app/lakstjmi/

CTS
PO Box 1489
Kemah, TX 77565
Phone: 815-441-7432
Fax: 815-401-4001
info@cts-tuition.com

Payment Options

A check for \$25.00 may be mailed with the application (or mailed separately if you choose to fax or email your application to CTS)

If you would like to pay by card instead of by check for \$25.00, there is a **\$2.00 service charge**. CTS can send you an invoice from PayPal where you can make your \$27.00 payment securely online.

Name of Parent on Application: _____

Address: _____

City, State, and Zip: _____

Phone: _____

To receive a PayPal invoice, please list your email on the line below:

Email to send invoice: _____

By signing below, I agree to pay the **\$27.00** invoice from CTS to pay for processing this application.
I also understand that an unpaid invoice will hold up the processing of this application.

Signature: _____

Employment Status (Select # from below for each Parent): Father: Mother:

1. Employed by Another
2. Self-employed
3. Temporarily Unemployed
4. Full Time Homemaker
5. Unemployed
6. Retired/Permanently Disabled
7. Temporarily Disabled
8. Full Time Student

Total Tuition 2023/2024 Academic Year: \$ Required

Amount of Tuition Family Can Pay: \$ Required

Amount of Tuition Relatives/Others Can Pay: \$ Required



Covenant Tuition Services

Covenanting to Serve Christian Schools as unto the Lord
www.cts-tuition.com/app/lakstjmi/

Tuition Assistance for the
2023-2024 Academic School Year

CTS
PO Box 111
Fulton, IL 61252

Phone: 815-441-7432
Fax: 815-401-4001
info@cts-tuition.com

Our Lady of the Lake Catholic School - Enrollment Management

915 Pleasant St • St. Joseph, MI 49085 • Phone: 269-983-5520 • www.ollakers.org

Due Date: April 18th, 2023

Parent/Guardian Name: _____

Phone/Email: _____

Number of persons in household: _____

Names & Grades of children applying: _____

Number of adults in household: _____

Marital Status: (Circle one)

Married Single Single Parent Sharing Expenses

Name of Parish: _____

Household Income

- 2022 Adj Gross Income: _____
(Total for all household adults; Line #11 from Federal Taxes)
- 2022 Earned Income Credit: _____
(Line #27 from Federal Taxes)
- 2022 Father's W-2 income: _____
(W-2 box 3)
- 2022 Mother's W-2 income: _____
(W-2 box 3)
- 2022 Social Security Benefits: _____
(Include statements for all household recipients)
- 2022 Child Support Received: _____
(Include total for all household recipients)
- 2022 Military/Clergy House Allowance: _____
- 2022 Non-taxable income: _____
(W-2 box 12; ADC; General Assistance; Food Stamps; others)

Household Deductions

- 2022 Federal Income Tax: _____
(Line #22 from Federal Taxes)
- 2022 Medical/Dental expenses: _____
(Expenses not covered by insurance and premiums paid outside of an employer's plan. You must provide a Schedule A or an itemized list of expense.)
- 2022 Child Support Paid: _____
(Total paid for children not in household)
- 2022-2023 K-12 Tuition Paid: _____
(Total after all amounts paid on your behalf by others, grants, and gifts are subtracted. Don't include college tuition here, See #22)
- 2022 Church contributions: _____
(Include Schedule A or letter from the church)
- 2022 Childcare expenses: _____
(Include Form 2441 or bill from provider)

Household Assets

- Household Adults' Cash on Hand: _____
(Total in all: Cash, Checking, and savings)
- Value of Home _____
- Value owed on Home: _____
- Value of stocks, bonds, investments: _____
(Exclude retirement and pension accounts)
- Value of other assets owned: _____
Circle type: real estate business farm
- Amount owed on assets in #19: _____
- Automobiles – year, make, and model: _____

Other Information

- 2022 Household college tuition paid: _____
(Include Form 8863 or bill from college showing amount paid)
- List weekly unemployment amount for all unemployed household parents: _____
- Additional sheets can be used to explain special circumstances if necessary, for processing, such as medical hardships, changes in employment that will cause increase or decrease in income, etc.

Complete form and send with the following required items:

- Payment for processing (choose only one option)
 - Check/Money Order for \$25. *Please do not mail cash.*
 - PayPal invoice for \$27
- Copy of **2022 Federal Tax Return and 2022 W-2(s)**
- Copy of Schedules and Forms filed with the tax return; Required items are **Schedules: 1, A, C, E, F and Forms: 2441 and 8863**
- Any other supporting documents listed for questions #3-#22

Applications can be sent one of the following three ways:

- Mail: Covenant Tuition Services
PO Box 1489
Kemah, TX 77565
- Email: info@cts-tuition.com
- Fax: 815-401-4001



EDUCATION • FAITH • CITIZENSHIP

TUITION REDUCTION INCENTIVE PROGRAM

Our Lady of the Lake Catholic School will provide a financial incentive in the form of a tuition credit of \$2,000.00 to current families for each new family with students to be enrolled in full day TK through 12th or \$1,000.00 to current families for each new family with students to be enrolled in our Preschool Program, during the 2023-2024 school year. The credit for new students will be applied to your account when the new student enters KE or above.

You have an opportunity to spread our mission:

"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

In doing so, you have an excellent opportunity to reduce your tuition for the 2023-2024 school year.

The Details:

- For each new family recruited into the Laker family in 2023-2024, current OLL families will receive a \$2,000 (Full day TK through 12th).
- For each new family recruited into the Laker family in 2023-2024, current OLL families will receive a \$1,000 (Preschool) credit. The credit will be applied to your account when the new student enters Full day TK or above.
- Credits are applied on a per family basis, not on a per student basis.
- The credit may be applied to tuition only. Other fees (where applicable) must be paid.
- Newly recruited families will be required to sign an affidavit identifying the sponsoring family to receive the tuition credit.
- Tuition credits cannot be transferred from one family to another without approval of administration.
- There will be no residual credit applied above and beyond the amount due for the 2023-2024 school year.
- The actual cash value of the tuition credit is zero dollars. Any benefits from the program are in the form of tuition credits for Our Lady of the Lake Catholic School.
- Families who have departed OLL and later decide to return are not eligible to be sponsored for the incentive.
- Full tuition credits will be awarded until the final count date in August for enrollment established by the Diocese of Kalamazoo. Credits will be pro-rated on the basis of remaining school days for families enrolling after this date.
- In the event of a split family (children in Our Lady of the Lake Catholic School and other districts) the admission of another child from the split family to Our Lady of the Lake Catholic School is not an eligible event for the incentive.



OUR LADY OF THE LAKE

CATHOLIC SCHOOL

What is the SCRIP Program?



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

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What is SCRIP?

SCRIP is an ongoing program at Our Lady of the Lake Catholic School. In this program OLL is able to purchase gift certificates from numerous merchants at a discounted rate and then sell them to our participants at face value.

How will this program benefit my family?

100% of the profit earned by your family's participation can be directed to an area of your choosing.

What happens to profit generated?

Profits generated can be directed in a number of ways:

- Your personal tuition account for next year
- The tuition account of another OLL family for the next year
- The Parish of your choice
- Other (contact Business Office)
- OLL general operating fund

How do I place a SCRIP Order?

SCRIP is ordered on Mondays. Place your order in one of 4 ways:

- Send your order and payment to school with your child
- Fax your order at 983-4066
- Mail your order and payment to the OLL
- Business Office at 220 Church St., St. Joseph, MI 49085

Orders received by 8:30 a.m. on Monday are ready for distribution on Friday.

What is a standing SCRIP order?

For those customers who know they will be using a certain amount of SCRIP, (Bi-weekly or monthly) we can create a standing order. When you have a standing order, all you do is send your payment and your order will automatically be sent to you. Orders can be changed at any time by notifying the office at 983-5529.

Can family and friends purchase SCRIP and credit my account?

Yes! Just have your family and friends fill out a SCRIP enrollment form and attach it to their first SCRIP order. (These forms are available at the Business Office.)

Putting off trying SCRIP?

We welcome all orders big or small. Just try ordering a small amount of SCRIP for your favorite grocery store, restaurant or gas station.

If you have any questions call 983-5529.



OUR LADY OF THE LAKE

CATHOLIC SCHOOL

SCRIP Program Enrollment Form



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

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SCRIP Earnings Time Period

4/1/2023 through 3/31/2024

Family Name: _____
Last Name First Name

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone #: _____ Evening Phone #: _____

Direct my 100% credit to (Check One):

- My Personal 2024-2025 Tuition Account
- 2024-2025 Tuition Account of the _____ Family
- Parish _____
- Other (Please contact the Business Office regarding eligible recipients.)

You may re-direct your credit at any time by signing and dating another enrollment form available through the Business Office.

Signature: _____ Date: _____

Future Families Only:

Complete this section if your first child is not yet enrolled in Our Lady of the Lake Catholic School.

Projected Date of Enrollment: _____ Child's Name: _____

All credits generated will be held by the OLL SCRIP Program for future tuition payments. Credits will be applied to tuition due upon your 1st child being registered in the school. Should the child not be enrolled in the OLL System, all credits generated will be directed to the OLL general operating fund.



**OUR LADY
OF THE LAKE**
CATHOLIC SCHOOL

Tuition Refund Policy



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

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TUITION REFUND POLICY

To facilitate sound budget practices, there will be absolutely no refunds of tuition, withdrawal or dismissal, granted to any family enrolled in the school. Except for students moving out of the service area of OLL, the obligation to pay fees and tuition remains unconditional.

Prorated tuition will be refunded to those families moving out of the service area (within 50 miles of 915 Pleasant Street, St. Joseph, MI) upon receipt of new school's request for transfer of student's records form. Enrollment Withdrawal Fee of \$200 per student up to a maximum of \$600 per family will be assessed.

In adherence of this policy, all families who have enrolled student(s) are bound by this policy.



LAKE MICHIGAN
CATHOLIC SCHOOLS

STUDENT TUITION LOAN

SCHOOL YEAR 2023-2024

Horizon Bank is proud to offer a tuition loan program with Lake Michigan Catholic Schools. The loan has a 13.73% APR* with an interest rate of 5.00% up to 10 months.

Contact an Advisor today to see how we can help.

St. Joseph
811 Ship Street
(269) 982-3200



EXCEPTIONAL SERVICE • SENSIBLE ADVICE®



*13.73% APR (Annual Percentage Rate) is good for minimum loan amount of \$2,500 and above. Terms of loan payments available up to 10 months with final payment due March 2024. 10 monthly payments of \$266.00 per \$2,500 borrowed. Interest rate on the loan is 5.00%. Documentation fee of \$100 will be financed into the loan. All loans are subject to approval and may not be used to refinance an existing Horizon Bank loan. All loans will be processed at Horizon Bank 811 Ship St., St. Joseph, Michigan. Offer expires July 31, 2023.



INSTALLMENT LOAN APPLICATION

Type: Individual Joint

Amount Requested: \$ _____ Purpose: _____

| | | | | | | | | |
|------------------|---|--|-------|-------------------|---|------------------------|-------------------------|------------------|
| APPLICANT | NAME(FIRST) (INITIAL) (LAST) | | | DATE OF BIRTH | | SOCIAL SECURITY NUMBER | | |
| | STREET ADDRESS | | | | NUMBER OF DEPENDENTS INCLUDING YOURSELF | | AREA CODE TELEPHONE NO. | |
| | CITY | | STATE | ZIP CODE | | AT PRESENT ADDRESS | | OWN RENT OTHER |
| | PRESENT EMPLOYER OR NAME OF BUSINESS IF SELF EMPLOYED | | | HOW LONG EMPLOYED | | POSITION | GROSS MONTHLY INCOME | |
| | EMPLOYER'S ADDRESS | | | CITY | STATE | ZIP | AREA CODE | TELEPHONE NUMBER |
| | ALIMONY, CHILD SUPPORT OR SEPARATE MAINTENANCE INCOME NEED NOT BE REVEALED IF YOU DO NOT CHOOSE TO RELY ON IT TO OBTAIN THIS CREDIT | | | | SOURCE OF ADDITIONAL INCOME | | AMOUNT | WK MO |

| | | | | | | | | |
|---------------------|---|--|-------------------|---------------|-----------------------------|------------------------|----------------------|---------------------------|
| CO-APPLICANT | NAME(FIRST) (INITIAL) (LAST) | | | DATE OF BIRTH | | SOCIAL SECURITY NUMBER | | RELATIONSHIP TO APPLICANT |
| | STREET ADDRESS (if different from applicant) | | | CITY | STATE | ZIP | AREA CODE | TELEPHONE NUMBER |
| | PRESENT EMPLOYER or NAME OF BUSINESS IF SELF EMPLOYED | | HOW LONG EMPLOYED | | POSITION | | GROSS MONTHLY INCOME | |
| | EMPLOYER'S ADDRESS | | | CITY | STATE | ZIP | AREA CODE | TELEPHONE NUMBER |
| | ALIMONY, CHILD SUPPORT OR SEPARATE MAINTENANCE INCOME NEED NOT BE REVEALED IF YOU DO NOT CHOOSE TO RELY ON IT TO OBTAIN THIS CREDIT | | | | SOURCE OF ADDITIONAL INCOME | | AMOUNT | WK MO |

IF YOU ARE OBLIGATED TO PAY ALIMONY OR CHILD SUPPORT, LIST MONTHLY AMOUNT \$ _____

ARE YOU PAYING UNDER (CIRCLE ONE): COURT ORDER WRITTEN AGREEMENT ORAL AGREEMENT

Referral Authorization

Customer acknowledges and assents to the referral of any application for any deposit, loan, investment or trust to any affiliate or subsidiary of Bank for review. Customer further authorizes any subsidiaries of Bank to whom any application is referred to make whatever inquiries they consider necessary and appropriate to review the application, including requesting a credit report from consumer credit reporting agencies and subsequently for any update, renewal, extension of payment, review for collecting or unilateral offers of extension of credit. Customer agrees that as a result of the referral terms, and conditions offered by the affiliate or subsidiary of Bank may differ from the terms and conditions originally offered by the Bank for any deposit, loan, investment or trust account application.

The information listed, and or attached is given to obtain a loan with Horizon Bank. I/we hereby authorize Horizon Bank to obtain information from others concerning my/our credit standing and other relevant information impacting this application. I/we agree that Horizon Bank may provide information about my/our account to others. I/we certify that the above statements are true and that no information known to me called for here in has been omitted. Verification may be obtained from any source named herein. This application shall remain the property of Horizon Bank, Michigan City, IN.

Your Signature _____ Date Signed _____
 Your Signature _____ Date Signed _____



MEMBER FDIC



EDUCATION • FAITH • CITIZENSHIP

AFTER SCHOOL CARE REGISTRATION

Our Lady of the Lake Catholic School offers an outstanding After School Care program. This program runs from the end of the school day to 5:30 p.m. every full day of school. Under the direction of Mrs. Sue Zilke, this program provides a wonderful family environment with professional care, supervision, recreation and many enrichment activities for 3 and 4-year-old preschoolers and TK students who attend our afternoon Day Care and students in Kindergarten through Grade 5.

Activities are planned to nurture and promote growth within a Catholic environment. Gym or outside play, arts and music and time set aside for homework help are offered daily along with daily and weekly special events. This program also strives to promote strong feelings of worth in themselves, with each other and our environment in a caring and compassionate way.

The program cost for the 2023-2024 school year is \$16.00/child per day. The business office will bill on a bi-weekly basis through your Facts account and will be due one week later. You will receive an email notification when the bill has been posted. Payments to the program must match these statements. Payments can be made online through the payment portal at www.ollakers.org, or by sending cash or check to the elementary school office or business office downtown.

Registration is required and space is limited. There is a registration fee of \$10.00/child (\$25.00 maximum/family). This fee is to be paid at the time of registration and is non-refundable. The registration fee must be paid at the time of registration in order to hold your spot. We also encourage you to register now even if you think you might only use After School Care once or twice during the school year.

PLEASE NOTE THAT REQUESTS FOR DROP IN CARE MUST BE MADE 24 HOURS IN ADVANCE.

If you have any questions or concerns, please feel free to contact me at 429-0227 or szilke@lmclakers.org.

Thank you,

Sue Zilke
After School Care Coordinator

See Back 



**OUR LADY
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CATHOLIC SCHOOL

After School Care Registration 2023-2024 Academic Year

Continued

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Registration Fee: \$10.00 per child (\$25.00 maximum per family)
Must be paid with Registration Form

Cost for After School Care: \$16.00/child per day

Please indicate below which program you are interested in for your child

| Child's Name | Grade | Full Time 2:50pm - 5:30pm (Yes/No) | Part Time 2:50pm - 5:30pm (Circle days Interest in) | As Needed Basis |
|--------------|-------|--|---|-----------------------|
| | | | Mon Tues Wed Thurs Fri | |
| | | | Mon Tues Wed Thurs Fri | |
| | | | Mon Tues Wed Thurs Fri | |
| | | | Mon Tues Wed Thurs Fri | |
| | | | Mon Tues Wed Thurs Fri | |

Parent's name (s) _____

Parent's signature _____

Date _____

For Official Use Only:

Registration Fee (Non-refundable): \$10.00 per child or \$25 Maximum per family

Date: _____ Amount Paid: \$ _____

Cash _____ Check # _____ Pay Portal _____



OUR LADY OF THE LAKE

CATHOLIC SCHOOL

Volunteer Criminal Background Check Authorization Form



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

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As a school, we value the safety of children in our care, our employees and volunteers and people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Diocese of Kalamazoo mandates that criminal history background checks be conducted for all employees and volunteers who have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all.

Please complete your responses to the following questions and return this form to the OLL Business Office, 220 Church St., St. Joseph, MI 49085 Tel: (269) 983-5529 Fax: (269) 983-4066

| | | | |
|---|---|------------------------|------------------------|
| Name | *Date of Birth | *Sex | *Race |
| Address | City | State | Zip |
| Know by any other name(s) (i.e.) maiden | Driver License Number - Please send a copy of License. | | |
| Home Phone | Work Phone | Cell Phone | |
| Position for which you are applying or volunteering | | | |
| If you have lived in Michigan less than 7 years, fill out the sections below: | | | |
| Number of Years in Michigan | If less than 7 years, previous residence(s) outside of Michigan | | |
| | Street | City | State Zip County Dates |
| | List additional addresses on the back of form | | |
| If you have been employed outside the state of MI in the past 7 years, please provide Name, City, State of employer. They will not be contacted; however, a background check will be done in that state(s). | Name of Employer | | |
| | City _____ State _____ | | |
| | List additional employers on back of form | | |
| | State | Social Security Number | |

* NOTE: Date of birth, race and sex are being requested only for purposes of identification in obtaining accurate retrieval of records. To be a volunteer, you must complete the "Protecting God's Children" (Virtus) Training. Please see below to register.

Complete the rest of the form on the back



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| Additional places of residence outside of Michigan if less than 7 years | | | | | |
|---|------|-------|-----|--------|-------|
| Street | City | State | Zip | County | Dates |
| Street | City | State | Zip | County | Dates |

| Additional employers outside of Michigan if less than 7 years | |
|---|-------|
| Name of Employer | _____ |
| City _____ State _____ | |
| Name of Employer | _____ |
| City _____ State _____ | |
| Name of Employer | _____ |
| City _____ State _____ | |

Authorization

I understand that investigative inquires on my criminal and driving background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to practices of the hiring entity and will consist of a criminal background check and/or driving record check using the resources of the Diocese of Kalamazoo or a designated outside firm. The information received will be used only to determine my suitability for the above position.

I authorize this criminal background check and/or driving record check to be undertaken and also any party contacted to furnish any and all information requested. A photocopy of this authorization may be considered as valid as the original for purposes of conducting the necessary investigation.

Signature of Applicant/Volunteer/Employee

Date



MEDICAL HISTORY: Completed by Parent or Guardian or 18-Year-Old

Student Name: _____ Date of Birth: _____

Doctor: _____ Doctor's Phone: _____ Date of Exam: _____

| - GENERAL QUESTIONS | Y | N |
|--|---|---|
| Has a doctor ever denied or restricted your participation in sports for any reason? | | |
| Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections <input type="checkbox"/> Other: | | |
| Have you ever spent the night in the hospital or have you ever had surgery? | | |
| - HEART HEALTH QUESTIONS ABOUT YOU | Y | N |
| Have you ever passed out or nearly passed out DURING or AFTER exercise? | | |
| Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise? | | |
| Does your heart ever race or skip beats (irregular beats) during exercise? | | |
| Has a doctor ever told you that you have any heart problems? Check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> Heart murmur <input type="checkbox"/> Heart infection <input type="checkbox"/> High cholesterol <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other: | | |
| Has a doctor ordered a test for your heart? (example, ECG/EKG, echocardiogram) | | |
| Do you get lightheaded or feel more short of breath than expected during exercise? | | |
| Do you have a history of seizure disorder or had an unexplained seizure? | | |
| Do you get more tired or short of breath more quickly than your friends during exercise? | | |
| - HEART HEALTH QUESTIONS ABOUT YOUR FAMILY | Y | N |
| Has anyone in your family had unexplained fainting, unexplained seizures or near drowning? | | |
| Does anyone in your family have a heart problem, pacemaker or implanted defibrillator? | | |
| Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident or sudden infant death syndrome)? | | |
| Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome or catecholaminergic polymorphic ventricular tachycardia? | | |
| - BONE AND JOINT QUESTIONS | Y | N |
| Have you ever had an injury to a bone, muscle, ligament or tendon that caused you to miss a practice or a game? | | |
| Have you ever had any broken or fractured bones, dislocated joints or stress fracture? | | |
| Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast or crutches? Do you regularly use a brace, orthotics or other assistive device? | | |
| Do you have a bone, muscle or joint injury that bothers you? | | |
| Do any of your joints become painful, swollen, feel warm or look red? | | |
| Do you have any history of juvenile arthritis or connective tissue disease? | | |
| Have you ever had an x-ray for neck instability or atlantoaxial instability (Down syndrome or dwarfism)? | | |

| - MEDICAL QUESTIONS | Y | N |
|---|---|---|
| Do you cough, wheeze or have difficulty breathing during or after exercise? | | |
| Have you ever used an inhaler or taken asthma medicine? | | |
| Is there anyone in your family who has asthma? | | |
| Were you born without, or missing a kidney, eye, testicle (males), spleen or any other organ? | | |
| Do you have groin pain or a painful bulge or hernia in the groin area? | | |
| Have you had infectious mononucleosis (mono) within the last month? | | |
| Do you have any rashes, pressure sores or other skin problems? | | |
| Have you had a herpes or MRSA skin infection? | | |
| Do you have headaches or get frequent muscle cramps when exercising? | | |
| Have you ever become ill while exercising in the heat? | | |
| Do you or someone in your family have sickle cell trait or disease? | | |
| Have you had any problems with your eyes or vision or any eye injuries? | | |
| Do you wear glasses or contact lenses? | | |
| Do you wear protective eyewear such as goggles or a face shield? | | |
| Immunization History: Are you missing any recommended vaccines? | | |
| Do you have any allergies? | | |
| Have you ever had a head injury or concussion? | | |
| Do you have any concerns that you would like to discuss with a doctor? | | |
| Have you ever received a blow to the head that caused confusion, prolonged headache or memory problems? | | |
| Have you ever had numbness, tingling, weakness or inability to move your arms or legs after being hit or falling? | | |
| Have you ever had an eating disorder? | | |
| Do you worry about your weight? | | |
| Are you trying to or has anyone recommended that you gain or lose weight? | | |
| Are you on a special diet or do you avoid certain types of foods? | | |
| - FEMALES ONLY (Optional) | Y | N |
| Have you ever had a menstrual period? | | |
| How old were you when you had your first menstrual period? | | |
| How many periods have you had in the last 12 months? | | |

CURRENT-YEAR PHYSICAL = GIVEN ON OR AFTER APRIL 15 OF THE PREVIOUS SCHOOL YEAR

PHYSICAL EXAMINATION & MEDICAL CLEARANCE: Completed by MD, DO, PA or NP - RETURN DIRECTLY TO PATIENT

EXAMINATION: Height: _____ Weight: _____ Male Female BP: _____ / _____ Pulse: _____ Vision: R 20/ _____ L 20/ _____ Corrected: Y N

| MEDICAL | NORMAL | ABNORMAL | MUSCULOSKELETAL | NORMAL | ABNORMAL |
|---|--------|----------|----------------------|--------|----------|
| Appearance: Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) | | | Neck | | |
| Eyes/Ears/Nose/Throat: Pupils Equal Hearing | | | Back | | |
| Lymph nodes | | | Shoulder/Arm | | |
| Heart: Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI) | | | Elbow/Forearm | | |
| Pulses: Simultaneous femoral and radial pulses | | | Wrist/Hand/Fingers | | |
| Lungs | | | Hip/Thigh | | |
| Abdomen | | | Knee | | |
| Genitourinary (males only) | | | Leg/Ankle | | |
| Skin: HSV: Lesions suggestive of MRSA, tinea corporis | | | Foot/Toes | | |
| Neurologic | | | Functional Duck Walk | | |

RECOMMENDATIONS:

I certify that I have examined the above student and recommend him/her as being able to compete in supervised athletic activities NOT crossed out below.

BASEBALL – BASKETBALL – BOWLING – COMPETITIVE CHEER – CROSS COUNTRY – FOOTBALL – GOLF – GYMNASTICS – ICE HOCKEY
LACROSSE – SKIING – SOCCER – SOFTBALL – SWIMMING/DIVING – TENNIS – TRACK & FIELD – VOLLEYBALL – WRESTLING

EXAMINER Name of Examiner (print/type): _____ Date: _____
Signature of Examiner: _____ (Check One): MD DO PA NP

----- (DETACH HERE IF NEEDED TO ACCOMPANY STUDENT-ATHLETE) -----

EMERGENCY INFORMATION: COMPLETED BY PARENT or GUARDIAN or 18-YEAR-OLD

Student: _____ Grade: _____ Doctor: _____ Phone: (____) _____

IN EMERGENCY (1): _____ Home #: (____) _____ Cell #: (____) _____

IN EMERGENCY (2): _____ Home #: (____) _____ Cell #: (____) _____

Drug Reactions: _____ Current Medications: _____

Allergies: _____

Concussion

INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

 **Plan ahead.** What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: _____ Date: _____

Athlete's Signature: _____

- I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: _____ Date: _____

Parent or Legal Guardian's Signature: _____