



Our Lady of Champion Academy

STUDENT APPLICATION: 2024-2025 • GRADES K-4th

<https://ourladyofchampionacademy.org>

Location: **Padre Pio Hall/ St. John the Baptist Catholic Church**
131 West Main Street
Front Royal, VA. 22630
Tuesdays & Thursdays

Mailing Address: **OLCA / c/o Laura Clark**
559 Karleys Way
Middletown, VA. 22645

Please fill out **one application for each child** you wish to enroll. **I AM APPLYING FOR:** (Please check only one box)

- Kindergarten:** Child must be age 5 by September 15, 2024
- Grade 1:** Child must be age 6 by September 15, 2024
- Grade 2:** Child must be age 7 by September 15, 2024
- Grade 3:** Child must be age 8 by September 15, 2024
- Grade 4:** Child must be age 9 by September 15, 2024

NOTE: Some students may be nearly a year older than minimum age requirement

STUDENT NAME: FIRST: _____ | LAST: _____

Date of Birth (M/D/Y): ____/____/____

Father: _____

Father's Cell: (____) _____

Mother: _____

Mother's Cell: (____) _____

Guardian: _____

Guardian's Cell: (____) _____

Preferred Email Address: _____

Mailing Address: _____

(House Number/Street)

(Town/City/ State/ Zip code)

Please list an Emergency Contact aside from student's parents. In an emergency, we will always attempt to contact parents first

Emergency Contact: _____

Cell: (____) _____

Relationship to child: _____

Home: (____) _____

Are you registered parishioners of St. John the Baptist? (Check one): **Yes:** **No:**

If not, to what parish do you belong: _____

Please check the Sacraments your child has received: **Baptism:** _____ **Confirmation:** _____ **First Holy Communion:** _____

Please list Sacrament(s) your child will receive this year (if applicable): _____

Please note parish in which your child will receive his or her Sacraments if not at St. John the Baptist:

DISMISSAL POLICY:

No child will be dismissed to an unfamiliar adult. Please list below the adults who are authorized to pick up your child if you cannot:

Name: _____

Relationship to child: _____

Name: _____

Relationship to child: _____

NOTE: IF YOU NORMALLY PICK UP YOUR CHILD, PLEASE LET YOUR TEACHER AND/OR THE DIRECTOR OF OPERATIONS KNOW SOMEONE ELSE IS PICKING HIM OR HER UP FOR THE DAY.

OUR LADY OF CHAMPION ACADEMY STUDENT APPLICATION/ ADMISSION PROTOCOL

One OLCA Application is required per student.

Three Submission Methods: 1) Submit application online by visiting <https://ourladyofchampionacademy.org>), hitting Apply button, following the directions, and emailing application to ourladyofchampionacademy@gmail.com 2) Handing application directly to Laura M. Clark 3) Dropping off [if time is a concern] or mailing application to: **OLCA c/o Laura Clark/ 559 Karleys Way/ Middletown, VA/ 22645.**

If emailing or mailing application(s), a confirmation email will be sent to your preferred email address once they are received. If you do not receive a confirmation email, email Laura at ourladyofchampionacademy@gmail.com.

Each grade has a 12 student capacity. Once a class is full, applicants will be notified via their preferred email of their child's acceptance, or asked if they wish their child's name to be placed on a Class Waiting List. If OLCA does not receive an attendance confirmation email from a family within 12 hours of the acceptance notification, we will attempt to make contact by phone within 24 hours. If no contact can be made within a 48 hour period of the acceptance notification, a student's place may be given to someone else.

***Please initial** that you have read and understood the OLCA Student Application/Admission Protocol: [Initials]

SCHOOL START-UP FAMILY BOOKS/MATERIALS FEE

In order to save families money by buying in bulk and to facilitate common student standards of learning and excellence, Our Lady of Champion Academy will purchase the consumable and non-consumable curricula, classroom materials, and school supplies for student use in the Academic School Year 2024–2025. Families are responsible for returning non-consumable books in adequately re-usable condition to OLCA for future student use when the class has finished using them for the academic year.

Note: The non-consumable books purchased with the Start-up Family Books/Materials Fee belong to OLCA.

The Family Books/Materials Fee is paid in two non-refundable payments of \$250.

Within one week of confirmation of your child's/children's attendance at OLCA for academic year 2024–2025, please mail a check for \$250, made out to Our Lady of Champion Academy, and additionally your child's/children's Medical Form(s) (available for download at <https://ourladyofchampionacademy.org>) to: OLCA c/o Laura Clark/ 559 Karleys Way/ Middletown, VA/ 22645. The second payment of \$250 is due at the time of the required Parental Orientation session(s) this summer.

***Please initial:** I understand and accept that the non-consumable materials purchased by OLCA for academic year 2024–2025 belong to OLCA and are expected to be returned to the school by academic year's end in good condition: [Initials]

I understand and accept that a Start-up Family Books/Materials Fee of \$500 is due in the form of two \$250 payments. The first payment of \$250 is due within one week of our family's student(s) attendance confirmation in addition to my child's/children's medical form(s), and the second payment of \$250 is due at the time of the OLCA Orientation Session(s) to be held in the summer of 2024 [Initials]

OUR LADY OF CHAMPION ORIENTATION SESSIONS AND "HOME DAY WORK":

The education offered by OLCA is truly a cooperative effort between parents and the OLCA teachers. OLCA requires at least one parent to attend an orientation session per-child enrolled with OLCA. These sessions will be offered this summer, will be announced well in advance, and parents may attend online *if they will be out of town*.

Please initial that you have read and accept:

- I understand I am expected to attend in person or online (if out of town) orientation sessions/sessions that match my child's grade/grades: [Initials]
- I understand that I am committing to guiding my child to complete assigned lesson plans three days a week at home: [Initials]

(Please initial in three places) **Additionally, I understand and accept:**

- Regretfully, Our Lady of Champion Academy is not equipped to accept students with health conditions that require monitoring from teachers in a classroom setting. _____ [Initials]
- Regretfully, Our Lady of Champion Academy is not equipped to accept students who require special services for learning disabilities in a classroom setting. _____ [Initials]
- The OLCA Administration reserves the right to terminate a student's enrollment if in the Administration's judgment a student's needs or behavior present an unreasonable burden or distraction to OLCA's faculty or other students. _____ [Initials]

TUITION COST, PAYMENT METHOD, AND PAYMENT SCHEDULE

Tuition Cost: The tuition for each child is \$1000 / year.

Tuition Payment Method: Nine checks, each post dated for the first of the month, from September, 2024 to May, 2025, delivered to the Director of Operations the first week of school (August 27/29, 2024). The checks will be cashed on the first Tuesday of their corresponding month, from September, 2024 to May, 2025. *We realize this is an old fashioned way of accepting payment, but online services cost money. This method reduces tuition cost. Your checks will be kept in a secure place in a private home.*

Tuition Payment Schedule:

One Child: September 1, 2024 check payment: \$200/ Eight remaining check payments of \$100 from October 1, 2024 to May 1, 2025.

Two Children: September 1, 2024 check payment: \$400/ Eight remaining check payments of \$200 from October 1, 2024–May 1, 2025)

Three Children: September 1, 2024 check payment: \$600/ Eight remaining check payments of \$300 from October 1, 2024 to May 1, 2025)

Withdrawal policy: If a child is withdrawn from Our Lady of Champion Academy, the remaining uncashed checks will be returned to the child's family.

Please initial: I have read, understand, and accept the Tuition Cost, Payment Method, and Payment Schedule of Our Lady of Champion Academy.

_____ [Initials]

[Signature of Parent or Guardian] _____ [Date] ____ / ____ / ____

Our Lady of Champion Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of our homeschool cooperative. Our Lady of Champion Academy does not discriminate on the basis of race, color, national, and ethnic origin in administration of educational policies, admissions policies and other program policies.