



Our Lady of Mercy School

Admissions Procedure

Thank you for your interest in learning about Our Lady of Mercy School. We hope that you will find the following information helpful in allowing you to become more familiar with our school. We look forward to hearing from you soon.

Step 1 – VISIT THE SCHOOL

A. *CAMPUS TOURS*

Individualized campus tours are scheduled by appointment throughout the year. During the tour, you will have the opportunity to see the school facility, view classes in session, and meet with the Admissions Director. To schedule a tour, please call the Admission Office: 203 245-4394 ex. 27

B. *MONTHLY MASS*

One way to experience the vibrant spiritual life of Our Lady of Mercy School is to participate in our monthly Mass. Each first Friday morning, of every month, the OLM community gathers for morning Mass. We invite you to join us for this most tangible evidence of OLM's commitment to the lives of all of our students.

All monthly masses are celebrated at 11:00am in the gymnasium of Our Lady of Mercy School's Main Campus. For directions please call the Main Office: 203 245-4393.

C. *OPEN HOUSES*

We encourage you to join us for one of our Open House events. They afford you the opportunity to tour our facility, meet with faculty, administrators, and current parents.

Open House Dates 2011-2012

Wednesday, January 25th 9:00am – 11:00am

Sunday, January 29th 1:00pm – 3:00pm

Sunday, April 29th 1:00pm – 3:00pm

D. *STUDENT SHADOW VISITS*

Visiting classes plays an important role in helping a student determine whether or not Our Lady of Mercy School might be a good match both academically and socially. We believe this is a valuable part of the school search process; therefore, the receipt of an application prior to scheduling the shadow visit is not necessary. Parents will simply be asked to complete an emergency contact form upon arriving at the school on the day of the shadow. Children will visit with a current student in the grade in which they are currently enrolled.

Student shadow visits are available by request after a tour of the school has been completed. For reservations and information, please call the Admissions Office: 203 245-4393 ex. 27



Our Lady of Mercy School

Step 2 – SUBMISSION OF ADMISSIONS PAPERWORK

All of the following paperwork is required in order for our Admissions Committee to make the best determination in regards to acceptance of a student to Our Lady of Mercy School:

1. Completed Application
2. \$50.00 (non-refundable) application fee
3. Completed *Statement of Intent Form*
4. Signed *Release Of Information Form*
5. Copy of student's most recent report card and/or completed *Teacher Recommendation Form* - filled out by student's most recent classroom Teacher
6. Copy of Birth Certificate
7. Copy of Baptismal Record

ADMISSION CRITERIA

In selecting students, Our Lady of Mercy School looks for students of good character, demonstrated academic ability, and who bring a diversity of talents, interests, and experiences. An eagerness to learn, positive attitude, and readiness to work are vital to success in joining the Our Lady of Mercy School's community. It is understood that Our Lady of Mercy School's program is not appropriate for every child and that the Admissions Committee is not only deciding what is best for the school, but more important, what is best for the child.

ADMISSIONS PRIORITY

Students fulfilling the above criteria will be accepted based on availability of openings and in the following order of priority:

- **Siblings of current OLM Students or Alumni**
- **Parishioners of St. Margaret and St. George**
- **Practicing Catholics**

Step 3 – NOTIFICATION OF ADMISSION DECISIONS

Upon receipt of all required paperwork, families can expect to be notified of Admission decisions within one week. In some instances, further assessments may be required and will be arranged with the family.



Our Lady of Mercy School

Step 4 – ENROLLMENT

Upon receiving an acceptance letter from Our Lady of Mercy School, families are asked to submit the following paperwork within two weeks to the Director of Admissions:

1. Completed 2011-12 Enrollment Form
2. \$500.00 deposit
3. Health Assessment Record – providing written documentation of updated immunization records and most recent physical.

** Please note that legally, students are not able to start school without the above paperwork submitted and on-file at the school.

** Failure to submit enrollment paperwork and deposit within two weeks will result in loss of guaranteed spot in the student's class

Step 5 – PURSUIT OF FINANCIAL AID

Once a student's enrollment paperwork and deposit is received, the family may choose to pursue financial aid to assist in the payment of tuition. All families wishing to pursue financial aid are required to complete the on-line application process through FACTS.

Once the paperwork is received, the Our Lady of Mercy School Accountant will be in contact with the family to discuss the details of financial aid availability.

Each family's financial aid information is strictly confidential and is only known to the School Accountant, Principal and two Pastoral Directors

*** Enrollment deposit is refundable in the event that insufficient financial aid arrangements are available for the family.*