

# Bishop O’Gorman Summer Care Application Steps – 2025

## How to apply:

1. On February 18th, when re-enrollment opens, you will receive your re-enrollment email.
2. Log into School Admin, and click the blue “Continue Enrollment Process” button for your child(ren).
3. Scroll towards the bottom of your child’s re-enrollment checklist and find [Optional Steps](#).
4. Click on the blue [Link to Summer Care 2025 Application](#) to be taken to the Summer Care Application. See Blue Arrow on right.

## ☑ Checklist

Contract [Complete Form](#)

### Registration Fee

All Preschool Students: \$75  
All NEW Students K-12: \$100

Emergency Contact Information [Complete Form](#)

## Optional Steps

### Financial Aid Application - Deadline to Apply is April 1, 2025

If you wish to apply for financial aid, please [CLICK HERE](#) to begin the application process. Please note this link will take you to the TADS login page. Use your existing TADS login information or create a new account if you have never used TADS before.

SCHOLARSHIPS: To view a list of available Bishop O’Gorman Catholic Schools Foundation Scholarships, [CLICK HERE](#). These need to be applied for individually. For more scholarship information, contact the Bishop O’Gorman Catholic School Foundation at 605-575-3343 or [foundation@ogknights.org](mailto:foundation@ogknights.org).  
\*Please note that most scholarships require a completed TADS financial aid application.

### Summer Care Application

If you wish to apply for the Summer Care 2025 Program for this child please fill out an application by clicking the link below. Please note this link will take you to an automated Script Workflow process.

Important: Please make sure to enter your name (parent/guardian name) and an accurate email address you will check regularly on the first page of the application! This is very important to ensure you can return to your application if you need to make changes later.

[Link to Summer Care 2025 Application](#)

For guidance and help with the online Summer Care application process please navigate to our website:  
<https://www.ogknights.org/parents/summer-care>

סגן מנהל /  
jhopf@ogknights.org

Director of Admissions  
Jenni Struck  
605-575-3358  
[jstruck@ogknights.org](mailto:jstruck@ogknights.org)



## For 2025

The application is a fully online process through a service called LINQ Forms & Workflow aka SCRIPT.

1. A box will appear labeled Bishop OG Summer Care 2025 Workflow.
2. Enter Parent First Name, Parent Last Name, and the Parent Email Address that WILL BE CHECKED FREQUENTLY. The email address entered here will receive communications throughout the application process for Summer Care.
3. Check the Privacy Policy Box.
4. Click Start.

**IMPORTANT:** As this is an electronic process, communication will come from an email system within SCRIPT and will NOT be a Bishop O’Gorman email. Please add the email address [alerts@scriptapp.com](mailto:alerts@scriptapp.com) to your address book! Your spam filter may send these messages to your junk email folder.

All email communications and step notifications will come from this email address including next steps, additional forms needed, and whether or not the student’s application was accepted for the program. If you have any trouble receiving notifications, please check your junk/spam folders often.

The application process follows what SCRIPT calls a “workflow”. A workflow is a set of predetermined steps and forms for various parties to complete.

The Summer Care Application process will be called the [Bishop OG Summer Care 2025 Workflow Pt 1](#) and if accepted to the program you will also fill out forms in [Bishop OG Summer Care 2025 Workflow Pt 2](#).

1. The first step in the workflow is the Application Form.
2. An email will be sent from [alerts@scriptapp.com](mailto:alerts@scriptapp.com) to confirm receipt of the application.
3. The next step is for the Bishop O’Gorman staff to complete an administrative review of the application.
4. If additional information is needed due to the weeks selected, an email notification will be sent.
5. If there is room in the program for the weeks selected, and the application is approved, notification will be sent to complete additional forms **after March 15th.**

**Bishop OG Summer Care 2025 Workflow Pt 1**

First Name\* Last Name\*

Parent Name

Email Address\*

This field is required.

I acknowledge that by checking this box and clicking the Start button that I consent to doing business electronically and that I have read and agree to Scripts [Terms of Use](#) and [Privacy Policy](#).

Cancel Start

## Completing the Summer Care Application Form

After clicking Submit to start the workflow process, the Summer Care Application will be visible to complete.

1. Complete **one application form for each child** applying for the Summer Care program.
2. Select which week(s) you are applying for Summer Care for the child.
3. The application will calculate the approximate costs based on the weeks chosen, and outline the tuition billing schedule.
4. Once the entire application is completed, enter your electronic signature at the bottom of the application, and select the Submit button in the top right-hand corner of the application.

Bishop OG Summer Care 2...  
Parent Name

Application Form

Application Form

Initiated by  
Parent Name



### Summer Care Application 2025

Located at Holy Spirit Elementary

After completing this form the Summer Care Admin Assistant will sort through all applications to confirm there is room in the program for your child. Preference is given to families needing full-time care. You will be notified of acceptance into the program and that email will include information on the billing of the \$75 per child non-refundable registration/activity fee.

The program runs for 10 weeks in the summer to accommodate facility preparation time for the 25-26 school year. Summer Care will begin on May 19th and end on July 25th.

**No care can be offered:**  
Monday, May 26th for Memorial Day  
Friday, July 4th for Independence Day

Save For Later Submit

## Completed Submission

Once the application form has been completed, signed and submitted, a **Submission Completion** message will appear.

- This is confirmation the application has been submitted for review. Your chosen weeks are not yet approved.
- The submitted application may be downloaded for your records and we suggest you download and print a copy so you know which weeks you applied for!

Bishop OG Summer Care 2...  
Parent Name

 Application Form

 Submission Complete



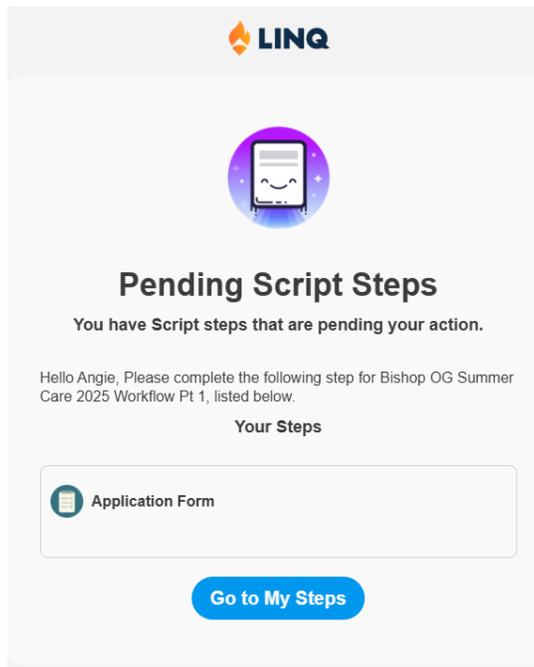
### Submission Complete!

Thank you for your submission. If we need any additional information we will send you an email.

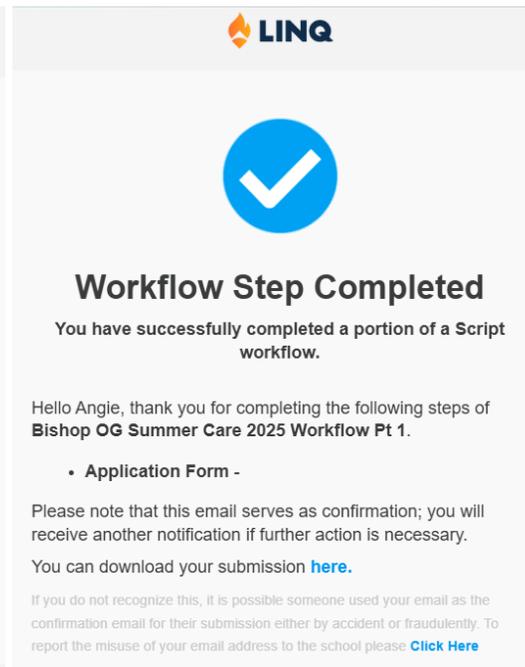
[Download Submission](#)

## Check your email.

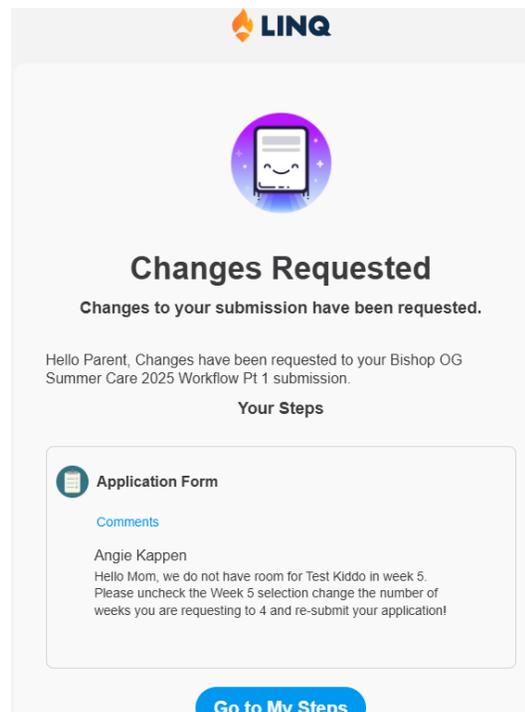
- Two email confirmations will be sent from [alerts@scriptapp.com](mailto:alerts@scriptapp.com).
- The first will be titled “Pending Script Steps” which was automatically sent when you began the workflow.
- The second email will be titled “Workflow Step Completed” and will be sent upon submission of the application indicating the application has reached Bishop O’Gorman for review.
- If additional information, or changes are needed, an email notification will be sent stating **Changes Requested**.
  - This email will be initiated by Mary Lou Claussen if there are issues with your original selections or if you ask to revise your chosen schedule!
- See email examples on the right.
- No additional steps or forms will need to be completed right after you submit your application.
- After all applications have been received and reviewed, an email notification will be sent indicating whether or not your child has been accepted into the program.
- If approved to participate in the 2025 Summer Care Program, additional forms will be sent for completion AFTER MARCH 15th, 2025.
- **PLEASE be patient while all applications are reviewed and processed. Pending the volume of applications, it may take a week or more before communication is sent to parent’s regarding the status of applications submitted.**



The screenshot shows an email from LINQ with a purple and blue circular icon containing a smartphone with a smiley face. The subject is "Pending Script Steps". The main text says "You have Script steps that are pending your action." Below this, it says "Hello Angie, Please complete the following step for Bishop OG Summer Care 2025 Workflow Pt 1, listed below." Under the heading "Your Steps", there is a box containing "Application Form". At the bottom is a blue button that says "Go to My Steps".



The screenshot shows an email from LINQ with a blue circular icon containing a white checkmark. The subject is "Workflow Step Completed". The main text says "You have successfully completed a portion of a Script workflow." Below this, it says "Hello Angie, thank you for completing the following steps of Bishop OG Summer Care 2025 Workflow Pt 1." Under the heading "Your Steps", there is a list item: "• Application Form -". Below the list, it says "Please note that this email serves as confirmation; you will receive another notification if further action is necessary. You can download your submission [here](#)." At the bottom, there is a small note: "If you do not recognize this, it is possible someone used your email as the confirmation email for their submission either by accident or fraudulently. To report the misuse of your email address to the school please [Click Here](#)".



The screenshot shows an email from LINQ with a purple and blue circular icon containing a smartphone with a smiley face. The subject is "Changes Requested". The main text says "Changes to your submission have been requested." Below this, it says "Hello Parent, Changes have been requested to your Bishop OG Summer Care 2025 Workflow Pt 1 submission." Under the heading "Your Steps", there is a box containing "Application Form". Below this, there is a "Comments" section with the text: "Angie Kappen Hello Mom, we do not have room for Test Kiddo in week 5. Please uncheck the Week 5 selection change the number of weeks you are requesting to 4 and re-submit your application!". At the bottom is a blue button that says "Go to My Steps".

## Application Approval Notification

1. Once Summer Care applications have been reviewed and approved, parents will receive an email notification like the one on the right stating your child has been accepted!
2. The email will indicate your School Admin billing account has been charged the \$75 non-refundable registration/activity fee, as well as the cost for additional t-shirts (if applicable).
3. Part of the application was selecting the weeks your child is applying to participate in the Summer Care Program, and the approximate cost was calculated based on those selections. Should changes need to be made to the weeks selected, contact Mary Lou Claussen no later than March 15th.
  - a. **There will be no refunds for schedule changes made after March 15th, 2025, so if you are uncertain you can commit to the weeks you selected please contact Mary Lou Claussen BEFORE the 15th of March.**
4. The next communication from Bishop O’Gorman will be after March 15th, unless schedule changes are needed.



### Script Notification

Your child, Test Kid, has been accepted into the Bishop O’Gorman Catholic Schools 2025 Summer Care Program! At this time, we have billed the registration/activity fee of \$75 and the extra T-shirt fee of \$20.00 to your School Admin billing account, with a due date of April 15th (or the same due date as your April school-year tuition). Please login to your School Admin account by copying and pasting the following link into your browser’s address bar:

[https://ogknights.schooladminonline.com/users/sign\\_in](https://ogknights.schooladminonline.com/users/sign_in)

Please make sure your saved payment information on file is correct. The fees above will be automatically withdrawn along with your school-year tuition, on April 15th (or the same due date as your April school-year tuition).

## Additional Communications and Required Forms

- After March 15th, accepted applications will receive an email notification titled “New Submission Request” with a list of the additional required forms to be completed for children accepted into the Summer Care Program.
- Click on the purple “Get Started” button to re-access your workflow and complete the additional forms. You must use the emailed notification and purple button to get back to your account, you cannot re-start the application process. See blue arrow below.

New Submission Request from Bishop O’Gorman Catholic Schools - Bishop OG Summer Care 2025  
Workflow Pt 2 Inbox x



notifications@scriptapp.com  
to me ▾

2:47 PM (3 minutes ago) ☆ 😊 ↶



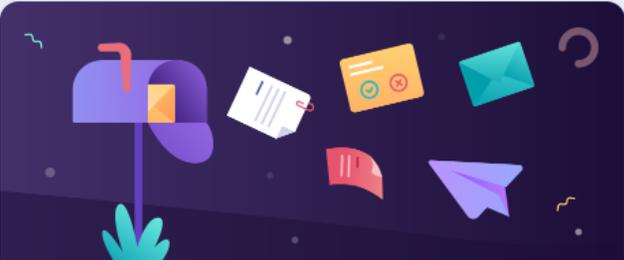
### New Submission Request

Bishop O’Gorman Catholic Schools has asked that you complete the following workflow: Bishop OG Summer Care 2025 Workflow Pt 2

[Get Started](#)



- Once you click on the purple “Get Started” button it will take you back into part 2 of the workflow with the email address you used in part 1 of the workflow already populated. Check the box, and click the purple “Search” button.
- The search results will list your “available requests” to complete the additional forms for the student(s) that were accepted into Summer Care. You may have multiple requests to complete if you have more than 1 child accepted into Summer Care. Click “Start Submission”.



## Submission Lookup

Email Address\*

I acknowledge that by checking this box and clicking the Search button that I consent to doing business electronically and that I have read and agree to Scripts [Terms of Use](#) and [Privacy Policy](#).

**Search**

← BACK

## Bishop OG Summer Care 2025 Workflow Pt 2

Request Group: Summer Care 2025 Accepted Students  
Notifications will be sent to: kappen.angie@gmail.com

Displaying search results for:

Email Address  
kappen.angie@gmail.com

AVAILABLE REQUESTS (1)

**2025 Summer Care Kids** **Start Submission**  
Availability Dates: Always Available

IN PROGRESS REQUESTS (0)

No in progress requests.

COMPLETED REQUESTS (0)

No completed requests.

- Re-enter your first and last name (parent/guardian first and last name), check the box, and then click “Start”.



### Bishop OG Summer Care 2025 Workflow Pt 2

**First Name\***

**Last Name\***

ⓘ This field is required.

**Email Address\***

I acknowledge that by checking this box and clicking the Start button that I consent to doing business electronically and that I have read and agree to Scripts [Terms of Use](#) and [Privacy Policy](#).

Cancel

Start

# Examples of Additional Forms to Complete – After March 15th

## Summer Care Days of Attendance Form (Example)

- The name of the child you are filling the additional form out for will display at the top.
- Select the days of the week your child will attend the 2025 Summer Care Program.
- You will only see the weeks your child was approved to attend Summer.
- Click the purple Submit button in the top right-hand corner when complete.

 Attendance Days - not available until March 16th [Save For Later](#) [Submit](#)

Initiated by  
**Mom Test**

Parent/Guardian, please fill out this form to tell us which days of the week your child will attend on their approved summer care weeks.

### Days of Attendance

Please select which days your child will attend for each of their approved weeks.

Child's First Name (autofilled)

Child's Last Name (autofilled)

**Week 3 (June 5 - June 9)\***  
Select "All 5 days" if your student will attend Mon-Fri, otherwise use the daily check boxes to indicate which days they will attend.

All 5 Days Mon-Fri    Monday    Tuesday    Wednesday    Thursday  
 Friday    No Days This Week

**Week 4 (June 12 - June 16)\***  
Select "All 5 days" if your student will attend Mon-Fri, otherwise use the daily check boxes to indicate which days they will attend.

All 5 Days Mon-Fri    Monday    Tuesday    Wednesday    Thursday

## Emergency Contact and Health Information Form (Example)

- The name of the child you are filling the additional form out for will display at the top.
- Provide emergency and medical contacts as well as basic health information for your child should an emergency arise during Summer Care.
- Please carefully and accurately fill this form out as the information will be relied upon.
- Click the purple Submit button in the top right-hand corner when complete.



### Summer Care 2025 Emergency Contact & Health Card

For: {{ Child's First Name }} {{ Child's Last Name }}

The information provided here will be used to contact you in case of an emergency. Please be sure all information is correct and complete. This information will be kept confidential.

Child's First Name

Child's Last Name

Parent/Guardian First Name (autofilled)

Parent/Guardian Last Name (autofilled)

Pick-Up Person 1 Relationship to Child:

(family friend, neighbor, nanny etc.)

Pick-Up Person 2 Name:

Pick-Up Person 2 Relationship to Child:

(family friend, neighbor, nanny, etc.)

Pick-Up Person 3 Name:

Pick-Up Person 3 Relationship to Child:

(family friend, neighbor, nanny etc.)

If parent/guardian cannot be reached in case of emergency, I authorize the Summer Care staff and the following people to grant permission for treatment:

Please add at least two people (other than Parent/Guardians) authorized to grant permission for treatment in an emergency.

Emergency Contact 1 Name\*

(first name, last name)

Emergency Contact 1 Phone Number:\*

Ex: (123) 456-7890

Emergency Contact 1 Relationship to Child:\*

## Summer Care Bus Form (Example)

- The name of the child you are filling the additional form out for will display at the top.
- Complete the bus form to indicate whether or not your child will ride the bus to or from Holy Spirit any of the weeks they are attending Summer Care.
- You will only see the weeks your child was approved to attend Summer Care.
- Click the purple Submit button in the top right-hand corner when complete.



## Summer Care Bus Form 2025

Transportation between St. Michael Elementary and the Summer Care Program located at Holy Spirit Elementary provided by School Bus Inc.

- Supervision at St. Michael begins at 7:00am. The bus will leave St. Michael for Holy Spirit at 7:20am.
  - The bus will leave Holy Spirit around 4:45pm and return to St. Michael between 5:05 and 5:15pm.
- Supervision at St. Michael is available until 6:00pm.

Times listed above are subject to change. Bishop O'Gorman Catholic Schools will notify registrants of any change prior to Summer Care starting.

**No Summer Care or bussing is offered:**  
**Monday, May 27th for Memorial Day**  
**Thursday, July 4th for Independence Day**

Child's First Name (autofilled)

Child's Last Name (autofilled)

Weeks to choose from are based on the application weeks that were approved.

### No Bussing Needed

My child will not use the bus

### Total Weeks Selected:\*

(total number of weeks checked above)

Please Select

### Weekly Ride Schedule

Students will be scheduled to ride the bus all days they are registered for Summer Care each week unless Mary Lou or Susan Moe are otherwise notified in advance.

### Will your child use the same ride schedule every week selected above?\*

Ride schedules are: Round Trip, AM only or PM only

Yes  No

### Billing Credit Policy:

The Summer Care Admin Assistant must be notified in writing at least 7 days prior to the week you are needing to add or remove bus transportation.

### Billing Schedule:

Bus fees are expected to be paid **prior** to attendance.

Fees for Weeks 1-4 (May 20 - June 14) will be due no later than MAY 15TH, 2024

Fees for Weeks 5-8 (June 17 - July 12) will be due no later than JUNE 15TH, 2024

Fees for Weeks 9-10 (July 15 - July 26) will be due no later than JULY 15TH, 2024

## Field Trip Permission and Liability Waiver Form (Example)

- The name of the child you are filling the additional form out for will display at the top.
- Complete the Permission Form indicating your child's ability to participate in off-site activities during the Summer Care program.
- Click the purple Submit button in the top right-hand corner when complete.



## Summer Care Program 2025 Parent Permission & Liability Waiver Form

Field Trips and Off-Site Activities

By completing this form, my signature at the bottom gives permission for my child, {{ Child's First Name }} {{ Child's Last Name }}, to participate in the off-site events selected below. Please review the liability waiver and consent to participate located at the bottom of the form prior to signature and submission.

*Summer Care classes will go swimming twice a week. All field trips and swimming days are weather permitting and subject to change. If dates and/or times need to be adjusted for any reason, parents will receive communication.*

Children permitted to participate in swimming outings will walk to Laurel Oak Aquatic Center. The pool is a zero-depth pool. Children do not have to be swimmers to have fun playing at the pool.

Child's First Name

Child's Last Name

### 1st - 5th grade Off-Site Events

Check each trip your student has permission to attend:

- Thursday, May 30th – Empire Bowling  
9:00am - 11:00am
- Wednesday, June 5th – Outdoor Campus  
9:00am - 11:30am
- Wednesday, June 12th – Good Earth State Park  
9:30pm - 11:30am
- Thursday, June 13th – Scheel's Ice Plex  
10:00am - 11:30am
- Thursday, June 20th – Tour Pizza Ranch  
10:00am - 11:45am
- Tuesday, June 25th – Drake Springs Swimming  
1:00pm - 3:00pm
- Thursday, June 27th – Drake Springs Swimming  
1:00pm - 3:00pm
- Thursday, July 11th – Skate City  
12:00pm - 2:00pm
- Thursday, July 18th – Washington Pavilion  
10:00am - 2:00pm
- Tuesday, July 23rd – Terrace Park Swimming  
1:00pm - 3:00pm
- Thursday, July 25th – Terrace Park Swimming  
1:00pm - 3:00pm

**Complete Permissions for Your Child's Participation**

## Immunization Records (Example)

- If your student has never attended a Bishop O’Gorman school, you are required to provide their immunization records for our files. Otherwise, you will not see this step.
- Scan and upload a copy of your child’s immunization records.
- Click the purple Submit button in the top right-hand corner when complete.

### FILES TO UPLOAD

#### Immunization Records

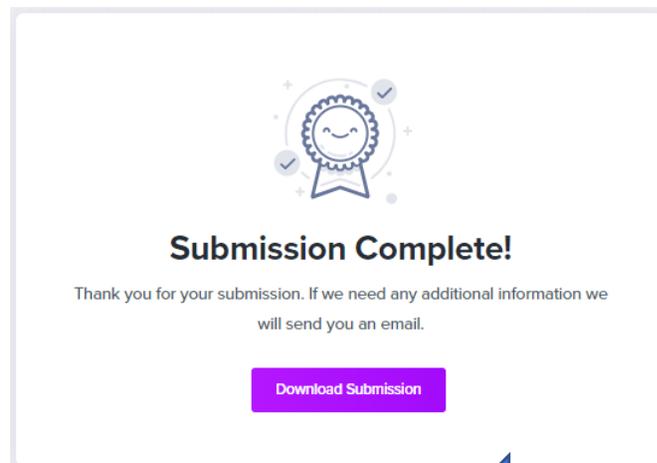
- At minimum 1 file(s) required



Drag and Drop your files here,  
or click to browse for a file.

## Final Steps

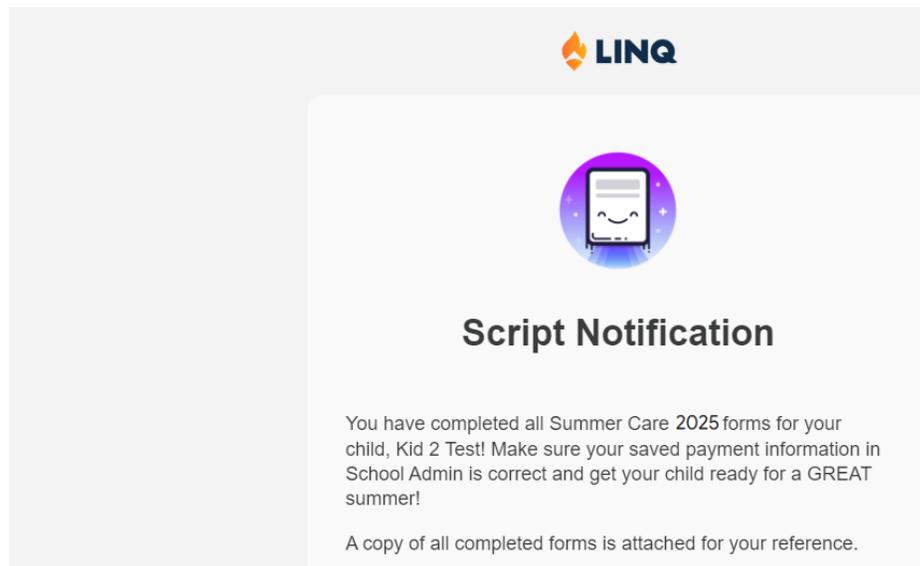
- Upon completion of all additional forms, you will again see this Submission Complete! Message.
- The “Download Submission” button provides the opportunity to download any of the forms submitted during the application process.
- Should there be questions about the information provided on the forms or follow-up needed regarding the summer, please contact Mary Lou Claussen at 605-371-1481 or [mclaussen@ogknights.org](mailto:mclaussen@ogknights.org)
- You will receive an email notification from Script with the subject “Summer Care 2025 Forms are Complete!” confirming you have completed ALL summer care forms for that child. This email is the indication the online process/workflow is COMPLETE for that child!



Summer Care 2025 Forms are Complete! > Inbox x

alerts@scriptapp.com  
to me ▾

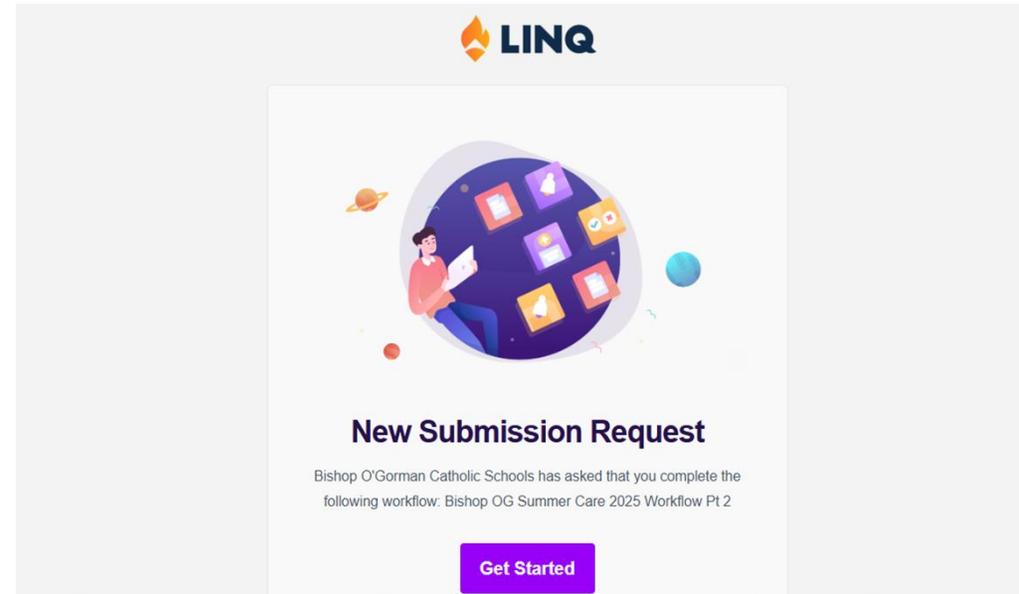
1:2



- If you need to go back and fill out the additional forms for other children, use the “New Submission Request” email and click on the “Get Started” button again. It will allow you to search for available requests again and you can choose to start the other submission(s).
- Tuition payments will be automatically billed to the student’s School Admin account based on the weeks approved in the Summer Care Application. **Remember, there will be no refunds for schedule changes requested after March 15th, 2025.**

notifications@scriptapp.com  
to me ▾

2:47 PM (3 minutes ago) ☆ 🗨️ ↶



← BACK

### Bishop OG Summer Care 2025 Workflow Pt 2

Request Group: Summer Care 2025 Accepted Students  
Notifications will be sent to: kappen.angie@gmail.com

**Displaying search results for:**

**Email Address**  
kappen.angie@gmail.com

**AVAILABLE REQUESTS (1)**

**2025 Summer Care Kids** Start Submission  
Availability Dates: Always Available

**IN PROGRESS REQUESTS (0)**

No in progress requests.

**COMPLETED REQUESTS (0)**

No completed requests.