

REGISTRATION CHECK LIST

NEW FAMILIES

To help you with the registration process, please find the checklist of all documents below needed to register your child for the 2018-19 school year.

REGISTRATION BEGINS JANUARY 2018

- Completed 2018-19 Registration Form.
- Signed Financial Agreement
- \$50.00 registration fee made payable to St. Mark's Preschool. A school bag will be provided by St. Mark's Preschool and distributed at the parent meeting in August. Each additional child in the family will have a reduced registration fee of \$10.00.

REGISTRATION PROCESSED FOR NEW FAMILIES ON JANUARY 30, 2018

- Open Registration begins on January 30th however application forms and payment may be submitted prior to January 30th.
- Class placement will be assigned to new students on a first come first serve basis.
- The registration fee will be returned if there is no availability.

DUE BY March 1, 2018 (or following acceptance into program)

- Enrollment fee (one month's tuition) made payable to St. Mark's Preschool is due by March 1, 2018 or immediately following acceptance into the program to retain the assigned placement. Please write your child's name on the memo line and the new class assignment. This payment is non-refundable. If your child is placed on the waiting list, no check is necessary until a spot becomes available. Please contact the office with any special circumstances.