

## 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 2021-22 school year.

**\* Our Immunization Policy states that all students must be immunized. If your child is on a delayed immunization schedule or not yet immunized due to medical needs, please see the director.**

#### REGISTRATION BEGINS JANUARY 5<sup>th</sup>, 2021

- Completed 2021-22 Registration Form.
- Signed Financial Agreement
- \$50.00 registration fee - check 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 16<sup>th</sup>, 2021

- Registration begins at 8:00am on January 5<sup>th</sup>. Please come to the preschool door (#4) to the right of the playground.
- Class placement will be assigned to new students on a first come first serve basis based on the order in which registration forms were submitted.
- Placement letters will be sent on January 20<sup>th</sup>.
- The registration fee will be returned if there is no availability.

#### DUE BY March 1, 2021 (or following acceptance into program)

- Enrollment fee (one month's tuition) paid online is due by **March 1, 2021** or immediately following acceptance into the program to retain the assigned placement. This payment is non-refundable. If your child is placed on the waiting list, no payment is necessary until a spot becomes available. Please contact the office with any special circumstances.

