

## 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 2022-23 school year.

**\*Our Immunization Policy states that all students must be immunized. This does not include the Covid-19 vaccine. If your child is on a delayed immunization schedule or not yet immunized due to medical needs, please see the director.**

#### REGISTRATION BEGINS JANUARY 4<sup>th</sup>, 2022

- Completed 2022-23 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 15<sup>th</sup>, 2022

- Registration begins at 8:00am on January 4<sup>th</sup>. Registration must be dropped off at the preschool door (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.
- The registration fee will be returned if there is no availability.

#### DUE BY March 1<sup>st</sup>, 2022 (or following acceptance into program if after March 1<sup>st</sup>)

- Enrollment fee (same amount as one month's tuition) paid online is due by **March 1<sup>st</sup>, 2022** or immediately following acceptance into the program to retain the assigned placement. This payment is non-refundable. Payment is made using the online system. If your child is placed on a waiting list, no payment is necessary until a spot becomes available. Please contact the office with any special circumstances.

