



## **Registration Procedures**

Applications will be available in February of 2012 for the following September. Parents will be reminded of the exact dates through the Directory and the Newsletter. St. Michael's Day School registration policy is one that strives to give special consideration to keeping families together in the same environment and accommodate members of the church; therefore, registration priorities are as follows:

1. Presently enrolled children.
2. Siblings of presently enrolled.
3. Children and grandchildren of active, giving members of church.
4. Children from St. Michael's waiting pool.
5. Previously enrolled families (Alumni).
6. All others.

A non-refundable fee of \$100.00 (made payable to St. Michael's Episcopal Day School) is required with the registration of each child in the program. If placement is not available, \$75.00 will be refunded.

### **2012 Registration**

Wednesday, February 1st, 9 a.m. until 1 p.m. in the preschool office. Registration packets are available online or at the preschool office.

Wednesday, February 8<sup>th</sup>, Registration packets are due for currently enrolled and siblings of presently enrolled students. Registrations will be dated and timed. Any registrations received after this date will lose their priority and go to the last priority in the next round of registrations.

Thursday, February 9<sup>th</sup>, 9 a.m. until 1 p.m. Registration packets from children and grandchildren of active, giving members of St. Michael's and waitlisted children will be accepted. They will once again be dated and timed. Any registrations received after this time period will lose their priority and go to the last priority in the next round of registrations

Friday, February 10<sup>th</sup>, 9a.m. until 1 p.m. Registration packets for all other children will be accepted.

**Classes:**

There will be 2 two year old classes, with 8 children each on Tuesdays and Thursdays, two 3 year old classes (MWF or T/Th) with 12 children each and one 4 year old class (Monday through Thursday) with 14 spaces available. Classes will be gender balanced to promote optimum learning. A waiting pool will be established for students unable to be accommodated.

**Enrollment Packet:**

Please note that enrollment is not complete until the end of April when the Enrollment Packet is received including the 2013 prepaid, non-refundable May Tuition. Enrollment packets will be available on Wednesday, April 24th and are due on/or before Friday, May 3rd. Failure to return the prepaid, non-refundable 2013 May Tuition and Enrollment Packet by May 3, 2012 may result in the lost of placement in the program.