



## REGISTRATION PROCEDURES

Applications will be available at the beginning of February of each year for the following School year. Registration processing will begin in mid-February and will continue until all classroom space is filled. Two year-old classes are full with 8 enrolled students; three year-old classes are full with 12 students, and four year-old classes are full with 14 students.

St. Michael's Day School registration policy is one that strives to give special consideration to keeping families together in the same environment and accommodates members of the church; therefore, registration priorities are as follows:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Active, giving church members and wait-listed children
4. All other applicants

A non-refundable fee of \$100.00 is required with the registration of each child new to the program. If placement is not available \$75.00 will be refunded.

### Registration Schedule:

*February 1:* Registration packets are available in the Preschool office.

*Starting February 1:*

1. Registrations processed from **currently enrolled and siblings of currently enrolled** students.
2. Registrations processed from **Wait-listed children** and new registrations from **active, giving members of St. Michael's**.
3. Registrations processed from **all other** applicants.

If we are not able to place a student in a class immediately, applicants can opt to be added to the Wait List for placement as soon as space in a classroom becomes available.

Please note that enrollment will not be complete until full enrollment packet is completed and turned in to the school with initial prepaid tuition payment. If you have any questions or concerns with the registration and enrollment process, please contact School Director Rebecca Hope at (512) 327-0591 or [director@stmichaelsdayschool.org](mailto:director@stmichaelsdayschool.org).