



Checklist for Registration 2019-2020

Thank you for becoming a part of St. Andrew Preschool! We are very excited about the 2019-2020 school year. This is a checklist to help you keep track of forms and fees that need to be turned in this year. In order to complete registration, we need the following things from you. If you see an item without a date, please turn it as soon as possible.

Step 1 Enrollment Request

1. Submit this Enrollment Request form. (current and new students)
2. Attach your **non-refundable** Application Fee of \$50, at the time of Enrollment Request. (new students only)
3. Provide a copy of your child's Birth Certificate. (new students only)

Step 2 Class Placement

1. Submit a Student Information Sheet and all Enrollment forms by May 1st.
2. Pay **non-refundable** \$150 Annual Fee to hold placement by May 1st.
3. Submit all registration forms in the Registration Packet by May 1st. A completed Health Information Form, up to date Immunization Record, up to date Physical Examination Report, Allergy and Asthma Action Plan (if applicable) and Custody Orders (if applicable) by August 15st.

Here's a Checklist to help remind you of the forms and fees that need to be turned in.

Information Needed	
Student Enrollment Request	
Copy of Birth Certificate	
Application Fee (non-refundable)	
Annual Fee (non-refundable)	
Student Information Sheet	
Preschool Directory Permission	
Medical Emergency Permission	
Media Use Permission	
Assessment Permission	
Preschool Parent Handbook	
Allergy/Asthma Policy	
Potty Training Form	
Custody Paperwork (if applicable)	
Initial Entry into Program Policy	
Health Information Form	
Completed Certification of Immunization	
Comprehensive Physical Examination Report	
Allergy/Asthma Action Plan (if applicable)	
Other	

All paperwork is required before students can attend school.