



ST. JOSEPH SCHOOL

*Living THE Truth IN Love*

December 14, 2017

Dear Prospective Preschool Parents,

Thank you for your interest in Saint Joseph Preschool! We are very excited for our new Preschool to open in August 2018. We are happy to be able to offer your children the opportunity to grow and develop all the talents with which God has abundantly blessed them.

Preschool registration will be handled in hard copy and submitted in person. You may pick up your St. Joseph Preschool registration packet at our school office starting on **Friday, December 15<sup>th</sup>**. Our school office is open Monday- Friday from 7:30-3:30. The office will however be closed from December 20<sup>th</sup> at noon until January 2<sup>nd</sup>. If you will be registering more than one child for preschool, a separate and complete packet must be submitted for each child.

There are limited spots for each session. Please be sure you have ALL paperwork. All forms must be turned in at our Preschool Registration on **Friday, January 19<sup>th</sup>** to be considered a completed applicant. Below are the steps for registration on January 19<sup>th</sup>.

Families with siblings currently enrolled K-8:

- Arrive at **9:00 am** to the Preschool lobby (lower level of Parish Hall)
- Stand in the line for session preference (for example, 5 day, 3-year-old)
- Each form will be checked off by an office staff member and timestamped
- Once all forms are in and accounted for your application is complete

New Families:

- Arrive at **10:00 am** to the Preschool lobby (lower level of parish Hall)
- Stand in line for session preference (for example, 5 day, 3-year-old)
- Each form will be checked off by an office staff member and timestamped
- Once all forms are in and accounted for your application is complete

Included in the registration packet are the following forms to fill out and return in person on **January 19<sup>th</sup>** to be considered a completed applicant:

- St. Joseph Preschool New Student Application 2018-2019 (white)
- St. Joseph School Emergency Contact Form (yellow)
- St. Joseph School Educational Needs Form (purple)
- St. Joseph School Health History/ Emergency Authorization Record (pink)
- Archdiocese of St. Louis School Health Manual Physical Examination Form (pink)
- Emergency Medical Consent Form (pink)
- St. Joseph School Tuition Payment Options 2018-2019 (green)
- Media Authorization Form (blue)



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In addition to the forms above also bring the following items **January 19<sup>th</sup>** to be considered a completed applicant:

- \$200 registration fee (refunded if not accepted)
- Voided check to set up tuition payments (unless planning to pay in full)
- Copy of most current immunizations (see enclosed requirements)
- Copy of baptismal certificate (even if baptized at St. Joseph Church)
- Copy of birth certificate

Enrollment preference will be given to active parishioners, and especially to those with siblings enrolled in St. Joseph School K-8.

Letters detailing your child's enrollment status will be mailed about a week after applications are submitted. If you have any questions please contact me at [mwright@stjoecot.org](mailto:mwright@stjoecot.org)

Peace in Christ,

*Maggie Wright*

*Director of Admissions*