

## REGISTRATION PROCESS FOR THE 2017 – 2018 SCHOOL YEAR

# SOAPSTONE PRESCHOOL

**Currently enrolled children and their siblings, previously enrolled families, or Soapstone Church members**

- Registration begins January 20, 2017 for currently enrolled children and their siblings.  
Registration begins January 30, 2017 for previously enrolled families and Soapstone Church members.
- Completed registration packets can be turned in prior to January 20, 2017.
- For your registration packet to be considered complete it must have the following:
  1. Registration Form
    - a. All fields filled out, front and back pages
    - b. At least 2 Alternate Emergency Contacts listed
    - c. Authorization for Emergency Care signed and notarized on page 2
  2. A check or Automatic Bank Draft authorization form submitted for the registration fee
  3. If this is your child's first year at Soapstone Preschool, immunization records must be attached at this time. Soapstone Preschool does not accept the religious exemption for immunizations.
- Registration packets can be brought to the preschool office. If at all possible, packets should not be mailed.
- Current students are guaranteed placement if completed registration packets are received by January 20, 2017. Complete registration packets received after January 20 will be accepted according to space availability.
- While all current students are guaranteed a space in the program, there is a possibility that the 1<sup>st</sup> class choice cannot be given. The 2<sup>nd</sup> class choice will be offered.
- Priority will be given to currently enrolled children and their siblings.
- Parents will be notified by email to confirm their child's class placement for the 2017/2018 school year. Additional forms will be available online and are due by August 10.
- Please add the following 2016 important dates to your calendar:

<b>May 10</b>	Last month's (May 2018) tuition is due -- Can be paid by check or through our Automatic Bank Draft program.
<b>August 10</b>	September tuition, 1 <sup>st</sup> Semester Lunch Bunch fees, and forms are due.
<b>August 24</b>	Parent Night will be held at 7:00pm.
<b>August 28</b>	Meet the Teacher Morning – Parents will be notified by postcard in August of the day and time.
<b>August 29 &amp; 30</b>	First Day of classes