

REGISTRATION PROCESS FOR THE 2017 – 2018 SCHOOL YEAR

SOAPSTONE PRESCHOOL

General Public

- Registration for the general public begins February 7, 2017.
- Only completed registration packets will be accepted.
- For the 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. 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.
- Random drawing will be used if there are more registrations than openings available.
- Parents will be notified by email to confirm their child's placement for the 2017/2018 school year. Additional forms will be available online and due by August 10.
- Please add the following 2017 important dates to your calendar:

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