

Registration/Enrollment Protocol
Beginning with the 2017-18 School Year

Pre-registration (during the preceding winter) does not guarantee enrollment acceptance. Enrollment is only guaranteed by approval of Tuition Contract and payment authorizations approved by administration.

All children including preschool (except PK4 am only) must have signed, approved tuition contracts and payment authorizations.

Enrollment Acceptance Steps:

Tuition Contracts must be returned, signed and with a payment authorization.

The Principal will approve contracts with families that have no outstanding balance and a signed copy will be returned to families verifying that students are officially considered enrolled.

The Board of Education representative will approve or disapprove contracts with families who have outstanding balances.

Families with contracts not returned or not approved in the required timeframe lose priority status and will be entered on a waiting list by date of approval of tuition contracts. See below. **Children are not enrolled and will be denied attendance if tuition contracts are not signed, returned AND approved.**

Enrollment Priority up until May 30th. (STO award announcement is May 15.)

On May 30th, school administration will assign enrollment based in the following criteria:

First Priority:

Children already enrolled and their siblings with approved tuition contracts

Second Priority:

Children of St. Patrick Church members with approved tuition contracts

Third Priority:

By date of approved tuition contracts.

After May 30th, all assignments will be first come, first served without priority above.