



# St. Peter Chanel Catholic Church

## Preschool Registration Form

### 2017-2018

11330 Woodstock Rd  
Roswell, GA 30075  
(678)832-1231  
mmo@stpeterchanel.org

Please complete your child's information below.

Child's First and Last Name (Use preferred name)		(M/F)	Birthday	Age as of Sept 1, 2017
Street Address		City, State & Zip		
Home Phone	Mother's Cell	Father's Cell		
Father's Name	Mother's Name	Primary email		

Family Status:  Married  Divorced  Other      Child Lives with:  Mother  Father  Both  Other

Is your family an active member of St Peter Chanel?  Yes  No      **Does your child have a food allergy?**  Yes  No  
(Parish status as of Dec 1, 2016)      (If yes, please specify):

## Class Selection

(Class eligibility is based on age of child on 9/1/17)

### School Hours: 9:30 – 12:45

\_\_\_\_\_ 18-24 Month Program      2 day- Mon/Wed \$175/month

### School Hours: 9:30 – 1:00

_____	2 yr old	2 day-Tuesday/Thursday	\$175/month
_____	2 yr old	3 day-Monday/Wednesday/Friday	\$240/month
_____	3 yr. old	3 day-Monday/Wednesday/Friday	\$240/month
_____	3 yr. old	3 day-Tuesday/Thursday/Friday	\$240/month
_____	4 yr. old	4 day-Monday-Thursday	\$300/month
_____	4 yr. old	5 day-Monday-Friday	\$325/month

**NOTE:** If there are more registrations than spaces available within a priority group, we will utilize a "lottery" and the children will be randomly picked for the available spots.

### Registration Checklist

Please be sure to check all boxes for registration:

- Preschool Registration Form** – please complete this form and sign bottom. (One form per child.)
- Birth Certificate** – a copy of child's official State Birth Certificate is required **at the time of registration**. (For children currently enrolled we will verify you have a copy on file.)
- Immunization Record** - a copy of child's Immunization Form (GA form 3231) **at the time of registration**. The Archdiocese of Atlanta requires that we have immunization records on file and that they be current. You must obtain a copy of the Georgia State Form 3231 from your child's pediatrician or the Health Department. We can only accept the State of Georgia 3231 form as a valid record. (For children currently enrolled we will verify that you have a current copy on file.)
- Registration Fee** - \$100 per child, payable to St Peter Chanel Preschool. This fee is non-refundable. The fee includes a preschool tote bag.

I deem that all information provided on this form is correct and current. I have read and understand the information provided in the special notes on page 2.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form with your **\$100 registration fee, birth certificate, and Form 3231** to the Preschool office by **JANUARY 30, 2017**. All documents must be submitted to be considered for registration.

St. Peter Chanel welcomes all children regardless of their national origin, race or religion.

# St. Peter Chanel Preschool Registration Information

(Page 2, Keep this page for your records)

## SPECIAL NOTES

**Tuition Agreement:** First of nine tuition payments will be due April 19, 2017 for all classes. Instructions to setup e-Tuition payments will be provided with the registration confirmation. This payment is non-refundable for withdrawals made over the summer (May-August). (Registration fee is non-refundable)

**Licensure:** St Peter Chanel Preschool operates under the supervision of the Archdiocese of Atlanta, Office of Catholic Schools. The Office of Catholic Schools ensures that this program follows the prescribed guidelines for parish early childhood programs and the preschool receives two Quality Assurance visits each year. This preschool holds a **Certificate of Exemption** from licensure from the State of Georgia (Bright from the Start). Parish preschools in good standing receive an Archdiocesan Charter and are eligible to renew their charter every 5 years.

**Potty Training:** All 3& 4 year olds must be potty- trained by the first day of school.  
(Pull-ups are not considered potty trained)

**18-24 Month Program:** Children in our 18-24 month program must be walking by 8/31/17

## IMPORTANT DATES

Thursdays in January	Preschool tours; January 12 <sup>th</sup> , 19 <sup>th</sup> , 26 <sup>th</sup> . Tours begin at 10:30 am; meet in the Church lobby
Week of January 23 <sup>rd</sup>	Parent Conferences for current students in the 2's, 3's & 4's programs.
Monday, January 30 <sup>th</sup>	<u>Registration</u> deadline for all classes. <b>ALL Forms</b> must be received by 10 a.m. on January 30 <sup>th</sup> . Classes will be filled by returning children and their siblings first, followed by St Peter Chanel parishioners, then by the general public.
Thursday, February 2 <sup>nd</sup>	Confirmation of class assignments will be emailed to parents by Thursday February 2 <sup>nd</sup> . Waitlist notifications will also be e-mailed by February 2 <sup>nd</sup> .
Wednesday, April 19 <sup>th</sup>	First of nine tuition payments due for all classes. Instructions to set up e-Tuition payment program will be provided with registration confirmation. This payment is non-refundable for withdrawals prior to September. (Registration fees are not refundable)
Monday, August 28 <sup>th</sup>	First day of classes. September tuition is due by September 1, 2017. Instructions to use our automated tuition payment program, e-Tuition, will be sent to you after registration.

***These dates are subject to change.***

***Parent Orientation and Meet the Teacher Days for the children will take place in August, exact dates will follow.***

## REGISTRATION PROCESS

Forms can be returned at any time before the due date above. Forms will be held until January 30<sup>th</sup>. Classes will be filled by returning children and their siblings first, followed by St Peter Chanel parishioners, then by the general public. If there are more class requests than spaces available within a priority group, we will utilize a "lottery" and children will be randomly picked for the available spots, based on your class request(s).

If you have any questions, please call or email the school:

Director: Barbara Gordon  
[mmo@stpeterchanel.org](mailto:mmo@stpeterchanel.org), 678-832-1231

Office Assistant/Registration: Lyndsay Dietze  
[ldietze@stpeterchanel.org](mailto:ldietze@stpeterchanel.org), 678-832-1248