



## Enrollment packet Instructions

Welcome! We are so pleased that you are interested in enrolling in our school. This cover page will give you a little bit more information about what is required for enrollment. Please review it carefully and submit the necessary **COMPLETED** forms along with the appropriate registration fee. If the file is incomplete, your child will not be considered enrolled until all items are received. Please call or email if you have any questions. (419) 478-9900 [ckummer@stcatherineearlyed.org](mailto:ckummer@stcatherineearlyed.org) or [ehuber@stcatherineearlyed.org](mailto:ehuber@stcatherineearlyed.org)

- Registration form –Returning students must stop by the office to review their initial registration form, update and initial. All new students, please check to ensure that it is completed and signed. Due to licensing regulations, we must have at least 2 additional people listed as emergency contacts on the registration form and we must have an address and phone number for all listed individuals as indicated. Please ensure that the back side is completed along with indicating if you would like to be included on the classroom roster which is given to classmates. Do not forget to fill in the physician and dentist information completely.
- Tuition Contract/Enrollment Options form- please be sure to complete all sections of the form and sign the back/bottom.
- Dental form- This form may be signed by you and does not need to be taken to the dentist. If your child has not had their initial visit, please indicate which dentist you plan on using. Include this information on the back side of the Registration form as well.
- Appropriate enrollment fee \$100 private pay \$0 if your child is approved for PFCC  
If you are applying for PFCC, CCC or an ECE grant, pay the private pay registration fee. If approved, you may be refunded all or a portion of the registration fee.

The following two items are NOT necessary to register but will be required **by 9/1/25** so please call asap and schedule a well check. We will not allow any students to attend without an updated physical.

- Physical- you may use our form (copies on our website) or ask the Dr. to complete a “daycare” physical form. Either is fine. Please do not submit the summary of the visit as that is not adequate for our licensing requirements.
- Current and updated vaccine report or form indicating legal exemption. Vaccine reports are often found on MyChart and can be downloaded.