



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 highlighted items are received. Please call or email if you have any questions. (419) 478-9900 ckummer@stcatherineearlyed.org or 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.
- **Appropriate enrollment fee** \$125 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.

Once the registration forms and fees are submitted, you will receive a blue folder with additional forms and information that you will need to have completed by 9/11/26. This includes a physical form. If you need to set up a well-check, please be sure to give yourself enough time to have this physical form completed by 9/11/26 in order for your child to continue attending.