

**Office Use Only**  
 Check # \_\_\_\_\_  
 Date Rcv'd \_\_\_\_\_

Parish \_\_\_\_\_  
 School \_\_\_\_\_  
 Other \_\_\_\_\_

**St. Columbkille Sacred Heart Preschool  
 2012 - 2013 Registration Form**

Child's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ (M or F)  
 Preferred Name (we will use this spelling when teaching your child to write his/her name): \_\_\_\_\_  
 Child's Date of Birth: \_\_\_\_\_ (on or before July 31, 2008)  
 Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
 Child lives with: \_\_\_ both parents \_\_\_ mother \_\_\_ father \_\_\_ guardian  
 Child's Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ (print clearly)

**Eligibility**

Sacred Heart Preschool welcomes all children regardless of race, color, national or ethnic origin who will be four years old **by July 31, 2012**. Toilet training is a prerequisite.

**Preschool Session Offerings**

We offer 3 options for families to consider. **To help ensure enrollment, it is important that you number all sessions you would consider for your child.** If a session is left blank, we will assume your child cannot attend that session. At the conclusion of the registration period, if your preferred (numbered) sessions have been filled, your registration and the \$115 registration fee will be returned.

**Session Times**

Sacred Heart Preschool is licensed as a traditional preschool. We are unable to provide daycare services or before or after school care. Please be sure it is possible for your family to adhere to arrival and dismissal times prior to enrolling. **Please note arrival and dismissal times carefully** as all session times vary slightly.

**Session Preferences** (Please indicate **all** sessions your child **can** attend with the numbers **1-3**).

# Choices	Session	Doors Open-Arrival	Dismissal	Tuition (yearly or monthly)	Reg. Fee
	MWF Morning	8:00 – 8:15	10:40 -10:45	\$ 1050/ year or \$105/mo	\$115
	MWF Afternoon	12:15 – 12:30	2:55 - 3:00	\$ 1050/year or \$105/mo	\$115
	T-TH Morning	8:00 – 8:15	10:55 - 11:00	\$ 900/year or \$ 90/mo	\$115

**NOTE:** We will use the e-mail provided to notify families of their child's enrollment status/session by February 11. Add jcnkovich@saintcolumbkille.org to your Safe Senders List & check your spam folder to ensure receipt.

**Registrations are processed using the enrollment criteria listed below.**

**Enrollment Criteria** (listed in order of consideration, please check all that apply)

1. Child was enrolled in the current preschool session.....
2. Family is currently registered as parishioners of St. Columbkille Parish.....
3. Child has siblings currently enrolled in St. Columbkille Elementary School.....
4. Length of time family has been registered members of St. Columbkille Parish..... years  
 (The parish office will provide actual parish registration dates to the preschool.)
5. Parent is an employee of St. Columbkille Parish.....
6. Non-parishioners may enroll in remaining spots on a first-come, first-serve basis.....

**Registration Process**

Early registration for parishioners begins Wednesday, February 1. Registration forms and the non-refundable registration fee (**checks payable to St. Columbkille**) must be received in the **preschool office no later than 11:00 a.m. on Tuesday, February 7, 2012** to be considered in this initial enrollment period. Registrations and fees can be delivered to the preschool drop box on 5<sup>th</sup> & Monroe St., or mailed to: Sacred Heart Preschool 200 E. Sixth St. Papillion, NE 68046 Attn: Julie. Open registration in remaining spaces will take place on a first-come, first-served basis. **Additional information can be found on the parish website [www.saintcolumbkille.org](http://www.saintcolumbkille.org)** (under the Formation tab). We can be reached by phone 402-991-3405 or e-mail jcnkovich@saintcolumbkille.org. Please don't hesitate to contact us with any questions. We are always happy to visit with you!

## St. Columbkille Sacred Heart Preschool Information Form

This information is used **only** if your child's registration is finalized. Please read carefully, checking all sections where appropriate. Sign and date the bottom of the form. Return to the preschool office.

### Preschool Directory Permission

\_\_\_\_\_ **YES**, if my child is enrolled in Sacred Heart Preschool, I give permission to have our contact information included with our child's class list. I understand that the purpose of the contact information is to aid communication between preschool families in planning parish, preschool or social activities. I further understand that this list is for the use of the St. Columbkille community only and is not to be used for business or sales type calls or for publication on the internet.

I wish to include only the information filled in below. **If left blank**, only your child's name will be included in the class list.

Child's Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent(s) Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_ (print clearly)

Check here  if you have an interest in carpooling with other families.

### Student Photographs/Media Release

On occasion, photographs of students may appear on the parish website or other publications. Parents who do not wish their children's photographs to be placed in public media must notify the school in writing prior to the beginning of school.

\_\_\_\_\_ **YES**, I understand the media release policy

### Childhood Immunizations

Nebraska State Law requires all preschool children to be current on immunizations prior to the start of the school year. Details of current preschool immunization requirements will be sent home in the spring.

\_\_\_\_\_ **YES**, I understand my child will need to meet immunization requirements set by the State of Nebraska

### Tuition Payment Policy

- A separate, **non-refundable** \$115 registration fee is due with your child's registration form
- Families may choose from the following payment options for payment of yearly tuition
  1. Make 1 full tuition payment by check (due May 15, 2012)
  2. Make 2 bi-annual payments by check (due May 15, 2012 & December 1, 2012)
  3. Make 10 monthly EFT payments (beginning in July 2012 and ending in April 2013)
- Payment agreement/EFT forms will be mailed to your home once your child's registration is confirmed
- Payments are due on the 1<sup>st</sup> of the month (or your scheduled EFT date) and delinquent after the 15<sup>th</sup> of the month. A \$10 late fee will be added to late payments.
- All tuition must be current at the semester as a prerequisite for attending the next semester, or for enrollment in other parish programs.

\_\_\_\_\_ **YES**, I understand the tuition payment policy

### Medical and/or Educational Needs

Please list any medical or educational needs we should be aware of (i.e. allergies, asthma, speech/language services, etc.)

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If my child is enrolled in St. Columbkille Sacred Heart Preschool, I agree to abide by all parish and preschool policies, rules and procedures. If my family is registered as parishioners of St. Columbkille Parish, I agree to participate in the annual stewardship process and service hour commitment.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

[www.saintcolumbkille.org](http://www.saintcolumbkille.org)