

## When can I register my child or children?

Registration will be Monday, August 22 thru Thursday, August 25

School Office Hours to Register: 9am to 3pm each day

## What Do I Need to Bring To Registration?

All parents are required to register their children prior to the first day of school.

To facilitate the process, please have information filled out PRIOR to coming for registration

- 1) A **completed FACTS enrollment form**. The form is enclosed in this packet.  
All families are required to complete a new FACTS enrollment form each school year so that we have your current financial institution information for this school year.  
We encourage everyone to pay their amounts monthly.  
Facts will accept either a bank account or credit card number.  
Using a credit card number will help families whose cash flow each month is uncertain.  
**FACTS is totally secure. Our parents have used FACTS over the last couple of years with no problem.**
- 2) The enclosed **statement**. If there are any errors,  
we apologize and will correct them when you visit the office.  
  
Also, any discount you qualify for will be applied when you visit the office.  
You can choose milk service when you register in person.
- 3) **Emergency card** with all information completed for each child registering
- 4) Any **updated medical, dental, immunization** information. Forms are available online.
- 5) Be prepared to make your first tuition payment plus the payment of all fees when you register.
- 6) If you are applying for financial aid, your online application with Facts Grant Assessment must be completed PRIOR to registration week.
- 7) For out of parish families, please bring a letter from your Parish indicating that your 2011 stewardship has been paid.

Thank you - We look forward to another wonderful school year with your child!

***Children will be held out of class if parents have not registered their children and met their financial obligations as outlined on this sheet.  
Immediate compliance with this process will return your child(ren) to their class.***