

Auburn Area Catholic School

114 W. Midland Road
Auburn, MI 48611

2012 - 2013 ADMISSION INFORMATION PRESCHOOL

Program Schedule

The three year old class meets for two sessions per week.
Tuesday and Thursday mornings at 8:30 a.m. to 11:30 a.m.

The four year old class meets for three sessions per week.
Monday – Wednesday – Friday mornings at 8:30 a.m. to 11:30 a.m.

Admission Requirements

1. A child must be 3 years old by December 1st to enter the 3 year old preschool (2 day) program.
2. A child must be 4 years old by December 1st to enter the 4 year old preschool (3 day) program.
3. Copy of birth certificate on file in the school office.
4. **BEFORE** entering school, proof must be provided if a child's appropriate immunizations or waiver forms as set forth by State law are on file in the school office. Immunizations are available from the Bay County Health Department at little or no cost. Please contact the **Health Department** with any questions or concerns regarding immunizations at 895-4009.
5. A licensed physician or his or her designee must sign the attached green health appraisal form stating that your child has had a physical evaluation within the preceding year. Any activity restrictions must be noted. This completed form must be on file in the school office.
6. A child must have the necessary bathroom habits to care for himself/herself.

Registration

Registration for current school families begins Monday Feb 27, 2012. Open registration for new families will begin Monday, March 5, 2012. Enrollment following these dates is on a first come basis.

Registration Fee and Tuition Information

- Registration Fee:

A \$25.00 registration fee will be charged to register each child. Refunds are returned only if a class is cancelled due to less than 10 students.

This \$25.00 registration fee **must** accompany the application form to guarantee a spot for your child.

- Tuition Information:

The two day program is nine payments (@ \$75.00 per month) (September to May = \$675)

The three day program is nine payments (eight @ \$86.11 per month, the last payment @ \$86.12.)

(September to May = \$775)

All tuition is due the first of each month.

A late tuition notification process will be as follows:

1. If payment is one week late, a gentle reminder note will be sent home with your child.
2. If payment is two weeks late, a letter signed by the principal will be mailed home.
3. If payment is not made by the end of the month, a certified letter will be signed by the pastor and principal indicating that your child's enrollment is suspended beginning the first of the month until full payment to date is received in the school office.
4. If there are extenuating circumstances causing delay in payments, please call and make an appointment with the school principal.

Please Note:

1. Auburn Area Catholic Preschool admits students of any race, color, and gender, national, religious or ethnic origin.
2. Students with physical, intellectual or emotional needs are admitted as long as their needs can be met with reasonable accommodations on the part of the school.
3. Minimum class size is 10 students. If enrollment for a class is less than 10 students by September, the class will be cancelled. The \$25.00 registration fee will be returned under these circumstances.