

2024-2025 Kindergarten Registration Procedures/Guidelines

March 25 - March 29 by end of day. Registration opens for **current school families, families who have previously sent their children to St. Malachy School and parish families.** You will need to request access in TeacherEase to register a new student . Initial registration needs to be completed by April 1st at 8:00 a.m. to secure your child's spot in the kindergarten class.

April 2, 8:00 a.m. Non-Parish and Non-Catholic families may request access to register their children. Any spots remaining will be filled on a first come, first serve basis. Any registration requests prior to April 2, from non-parish or non-Catholic families will be declined in Teacherease, and will have to be requested again on April 2, once registration is opened to non-parish and non-Catholic families. When a family requests access to register, we are able to view the order in which those requests are received.

- We will cap the class size at 20 students. If a parish family inquires after the class is full, consideration would be given to admit the student.
- We would greatly appreciate it if you would register as soon as possible.
- If needed, we will create a wait list.

Initial Registration Complete (secures your child's enrollment):

- _____ Online registration complete (all information completed in TeacherEase)
- _____ \$100 registration fee paid (check or cash; in person, through bookbag mail, or mail)
- _____ Required to meet with the pastor if requesting tuition assistance
- _____ Tuition agreement form completed and turned in to the school office
- _____ Each family is required to register in FACTS and select a payment plan (link provided in TeacherEase during online registration process)

Registration Complete When the Following are Submitted By The First Day of School:

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|-------------------------|----------------------|------------------------------------|
| _____ Birth certificate | _____ Dental form | _____ Authorization for Medication |
| _____ Eye Exam form | _____ Lead Screening | _____ Immunization form |