

2025-2026 Kindergarten Registration Procedures/Guidelines

April 1-4 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 4th at 3:00 p.m. to secure your child's spot in the kindergarten class.

April 7, 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 7, from non-parish or non-Catholic families will be declined in Teacherease, and will have to be requested again on April 7, 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, cash, or through FACTS)
- _____ Deadline for tuition assistance applications - April 25, 2025
- _____ 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:

- _____ Birth Certificate
- _____ Physical Exam/Immunization Form
- _____ Lead Screening (This may be included on the Physical Exam form)
- _____ Eye Exam Form
- _____ Dental Form
- _____ School Medication Authorization Form (if applicable)