



SACRED HEART SCHOOL

FORMING MIND, BODY, & SOUL

Admissions Office
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East Grand Forks, MN 56721
Phone: 218-773-0877
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Email: enroll@sacredheartgf.net
Web: YourChildMatters.org

Preschool Little Angels & Little Saints Enrollment Checklist

- Obtain program information or complete optional tour:**

Families can watch the virtual video tour, sign-up to attend an enrollment information night, schedule a private visit or view our admission policy online at www.sacredheartgf.net/enrollment.

- Complete enrollment application – available February 1st!**

The paper application form will be *available February 1st* online at www.sacredheartgf.net/enrollment and will be mailed home to families in our database who have requested information. Families can either mail in or drop off application along with the per family registration fee as a check, payable to Sacred Heart. Families are encouraged to apply before the March 1st registration deadline, although applications can still be submitted after this date with seats subject to availability. After March 1st, if there is a situation where we have more applications than available seats, seats will be assigned according to our admission policy.

- Program Acceptance/Waitlist Notice Mailing – will occur in mid-March**

Placement letters notifying families of program enrollment (either morning, afternoon, or waitlist) will be sent home via mail in mid-March.

 - Families who received *their first choice* will have their registration check deposited and their seat for the upcoming school year is reserved for them.
 - Families who received *their second choice* will have a seat reserved in their second-choice session for the upcoming school year and will still be waitlisted for their first choice. If they wish to decline this option, they will need to contact the Child Care Director within 30 days as outlined in their acceptance letter to have their placement released to the next applicant and their registration check fee can be returned.
 - Families *who are waitlisted* and did not receive any placement into either program due to program capacities will be placed on a waiting list and have the option to have their registration check fee returned if they would like to be removed from the waiting list.

- Complete additional steps before school starts!**

As we prepare for the start of the school year, additional communication will be sent home for families.

 - Return Forms: A packet of forms (health records, pick up authorizations, etc) will be made available to parents over the summer with a return by date.
 - Attend Orientation: Sacred Heart's preschool teachers will host a Back-to-School open house in August to welcome families and students to come see the classroom. Dates and times will be outlined in the summer email news which will start weekly in the last week of July.
 - Setup Tuition Payment Plan: Emails will go home to families in August with instructions on how to set up your tuition payment plans.
 - Potty Training: For preschool, all children must be FULLY potty trained before the first day of school.
 - The first day of school is Tuesday, September 6th for Little Angels Preschool and Wednesday, September 7th for Little Saints Preschool.