

## Child Placement Process

Registration packets will be processed in “Rounds” determined by the **day (not time)** your completed packet is returned to the Preschool. All packets received in “Round 1” will be processed first and will all be considered equally.

### Detailed Explanation of “Rounds”

**Round 1** To qualify for “Round 1”, packets must be turned in on the child’s 1<sup>st</sup> scheduled day of class during turn-in week. All T/Th and M-F classes must turn forms in on Tuesday, January 17<sup>th</sup>. M/W/F classes must turn forms in on Wednesday, January 18<sup>th</sup>. The packets turned in on Tuesday do NOT have an advantage over the M/W/F classes, as long as the forms are turned in on your child’s scheduled turn in day. All forms in “Round 1” will be given equal treatment.

*All “Round 1” forms will be processed completely before we proceed to “round 2”.  
(see Potential Conflicts” below)*

**Round 2** Any forms turned in on Thursday, January 19<sup>th</sup> & Friday, January 20<sup>th</sup> will be processed in “Round 2”.

**All other packets will be processed in the order they are received.**

### Potential Conflicts

If in a “Round” more students want a particular class than spots available, the following steps will be taken:

1. The student who has been attending St. Bartholomew Catholic Preschool the longest and Active Parishioner status will be given priority.
2. If there is still a conflict, there will be a random drawing of names.

### The following is required to get placed on a class list

- \_\_\_\_\_ Registration Form – Completed and signed (Double-sided or two pages)
- \_\_\_\_\_ Permission and Release Form – Completed, signed, and notarized (one page)
- \_\_\_\_\_ Statement of Active Participation (if you want to receive parishioner discount)
- \_\_\_\_\_ Payment of \$175.00 to cover Registration and Supply Fee (these fees are nonrefundable)

The Health Statement Form, Immunization Records, May 2018 Tuition, and Introduce Us to Your Child form will be due back in early August

### Waiting List

A waiting list is maintained for those who do not receive their first choice and for those interested in enrollment when space becomes available. No fee is charged to put your child’s name on a waiting list. Each wait list is for one school year only, ending in May. Our waiting lists are usually quite active. Once a student is placed on the waiting list, we will notify a parent as soon as a space becomes available. An immediate decision will be required. Parents will have these options:

1. Take the space that is offered and be removed from the waiting list
2. Take the space that is offered, but choose to remain on the waiting list for other options.
3. Decline the offer, by remain on the waiting list for other options.
4. Ask to be removed from our waiting list completely.

If we are unable to reach you within 48 hours we will leave your child’s name on the waiting list and move on to the next child.