



Holy Trinity Catholic School

Preschool Enrollment Policy and Checklist

2016-2017



Financial Obligations

Enrollment for all students at Holy Trinity School is contingent on all financial obligations being met. Failure to satisfy financial obligations may result in the space(s) being reserved for your child(ren) being given to a child(ren) on a waiting list. See the Tuition and Fees Agreement for more details.

Enrollment Periods

Holy Trinity Catholic School has two enrollment periods – a Priority Enrollment Period open to existing families, followed by an Open Enrollment Period which is open to all applicants.

1. **Priority Enrollment Period** - The Priority Enrollment period is open exclusively to existing Holy Trinity students and their siblings. It affords current school families the opportunity to submit their completed applications for processing prior to the Open Enrollment period in order to secure their spot for next year. This year's Priority enrollment period extends until February 19, 2016.

Note: New families can also apply during this period (and are encouraged to do so); however their applications will only be processed after the Priority Enrollment Period ends. Since applications received from new families during the Priority Enrollment period will be processed in the order they were received once Open Enrollment begins, it is still beneficial for new families to apply as early as possible. For example, a new family application received on February 10th will be processed ahead of a new family application received on February 17th.

2. **Open Enrollment Period** - The Open Enrollment period is open to everyone - both new and existing families. All applications received during this period will be processed in the order they are received. The Open Enrollment Period begins February 20, 2015 and extends through the beginning of the upcoming school year.

Note: During Open Enrollment, if multiple applications are received on the same day for a grade that fills that day, preference will be given to existing Holy Trinity students and their siblings.

Enrollment Process

New families who wish to enroll in Holy Trinity School for the coming year will receive an Admissions Packet with the instructions and forms needed to apply. **All applicants must complete and submit the entire packet and submit all items referenced in the checklist on the reverse side to the school office for their application to be processed.**

Families submitting incomplete applications (applications with missing items or incomplete forms) will be notified of any outstanding items. All completed applications will be reviewed and processed. Any item not signed and dated is deemed to be not received.

Upon review, if everything is satisfactory and there is space remaining in the grade(s) being applied for, all new students listed on the Admissions Application will be **Officially Accepted**.

New students who do not complete their enrollment by submitting the required items by the date(s) specified risk losing their reserved space should a class fill up. Courtesy reminders will be sent home to those with outstanding items; however, submission of all items will be required for admission to the school in the coming year.

Wait List

Should any applicants apply for enrollment in a class that has already filled for next year they will automatically be placed on a wait list and notified if an opening becomes available.

Note for New Students

All new students are admitted to Holy Trinity School on a provisional basis for the first 30 days of the school year.

Registration Checklist – Pre-School

Registering your child for Holy Trinity Pre-School is simple. To guide you, we have provided this checklist to ensure you have provided us with the necessary information and completed all of the required forms.

All pre-school applicants:

- Pre-School Admissions Application Form- *signed and dated*
- Tuition & Fees Worksheet- *signed and dated*
- Tuition & Fees Agreement- *signed and dated*
- SMART Tuition Agreement Form (*for those not paying in full by August 31st, 2016*)
- Emergency Form- *signed and dated*
- Non-refundable \$75 registration fee per family

First-time applicants (*those registering a child with Holy Trinity for the first time-your child did not go to pre-school at HTS previously*) – please provide us with copies of the following records for your child:

- Birth certificate
- Immunization Records

*Mail or drop off the completed forms and requested information along with the application fee to:

**Holy Trinity Catholic School
5720 Steubenville Pike
McKees Rocks, PA 15136**