

# Enrollment Guide

Welcome to the 2019-2020 school year with St. David's Center! Please use this guide to help you complete the necessary steps for enrollment. If you have any questions, please contact our CORE office at 952-548-8700.

**Access the enrollment application at [www.stdavidscenter.org/preschool/enrollment](http://www.stdavidscenter.org/preschool/enrollment).** Please open and complete the application using Adobe Acrobat. A copy will be emailed to you.

- **I currently have a child enrolled and will be returning this year.** Please fill out the Returning Child Application by Jan. 18 to retain priority. Applications will be available Jan. 3.
- **I currently have a child enrolled and would like to also enroll their sibling this year.** For any new siblings you wish to enroll, you must fill out a separate New Child Enrollment Application in addition to your Returning Family Application. Please fill out both the New Child Application (check box by "Sibling is a current student") and Returning Family Application by Jan.18 to retain priority. Separate School-Age Child Applications are available for children eligible for that program. Applications will be available Jan. 3.
- **I am new to St. David's Center and would like to enroll my child.** Enrollment application for new families will be available on Feb. 1. A separate application must be completed for each child you wish to enroll.

## Steps for enrollment

1. Review the 2019-2020 Tuition Policies and FAQs on our website.
2. Complete the 2019-2020 Enrollment Packet pdf which includes the following forms:
  - Enrollment application**, with electronic signature
  - Application fee form.** A non-refundable application fee is required to process your application. Please submit through the payment link on our website at [www.stdavidscenter.org](http://www.stdavidscenter.org). Your application cannot be processed without completed payment.
    - \$125/first child and \$75 each additional child
  - Admission preferences** for summer and school year enrollment
  - Permission authorization** (In cases of divorce where custody is shared, a separate signed copy of both the Permission Authorization and Tuition Agreement forms are needed from each of the custodial parents).
  - Tuition agreement**
3. Collect and submit the necessary medical information and payment forms due **no later than May 1** to complete your child's enrollment. Please submit forms to Matt McNiff, Assistant Director of ECE by fax (952-548-8644), email ([mmcniff@stdavidscenter.org](mailto:mmcniff@stdavidscenter.org)) or by leaving a physical copy at the front desk. The following documents can be found on our website at <https://www.stdavidscenter.org/preschool/enrollment/>.
  - Healthcare Summary
  - Immunization records
  - Autopay information (if new or changing).