

**St. Michael's Catholic School  
Three Year Old Program  
2016-2017**

Documents required for registration: birth certificate, current immunization record and nonrefundable registration fee of \$200. There will be an additional \$250 book and supply fee due in before the beginning of school.

**Hours:** St. Michael's Three Year Old Program will open at 7:30 a.m. and close at 3:00 p.m. They will follow the same calendar as the elementary school.

**After-school Care:** All students not picked up by 3:15 p.m. will be placed in the after-school care program. After-school hours are from 3:15p.m. to 6:00 p.m. daily. There is an additional charge for after-school.

**Potty Trained:** All students enrolled in St. Michael's Three Year Old Program must be potty trained. It is understood that "accidents" will occur, therefore a complete change of clothes must be provided for each child. This clothing must be provided in a plastic bag with the child's name on it.

**Probation Period:** The first month of enrollment will be considered a "probation period". During this month, the school may dismiss a child at any time if the student does not meet the school's behavior requirements.

**Drop-Off and Pick-Up Procedures:** Children must be brought inside by the parent and the child signed in. Pick-up will occur from the carpool line in the cafeteria.

**Insurance:** St. Michael's Catholic School does not carry accidental or medical insurance for students and is not liable in any way for personal injury to the students while on school property or during activities under school authorization.

**Illness:** No ill child or child with 100 degree or higher fever can be left for the day. The parent must pick up the child when called if the child becomes ill. Child must be fever free without medicine for 24 hours before returning to school.

**Medicine:** Children cannot be given medicine of any kind unless the parent has filled out a medicine permission form available in the school office. The medicine must be labeled with the child's name. All medicine will be kept in the school office.

**Withdrawal:** Parents must give two weeks written notice if the child is withdrawing. Parents will be responsible for paying in full for the month the child is withdrawn.

**Information Changes:** If phone numbers, addresses, or other pertinent information on these forms change, St. Michael's must be notified immediately.

**Uniforms:** Boys and girls wear uniforms that may be purchased at Dennis Uniforms in Memphis.

- Boys wear navy blue knit polo shirts either short or long sleeve with the school logo with navy blue pants or navy blue walking shorts. White crew socks with tennis shoes must be worn every day.
- Girls wear navy blue knit polo shirt either short or long sleeve with school logo and plaid jumper (shorts need to be worn underneath) or navy blue pants or navy blue walking shorts. White crew, socks, blue knee socks or blue or white tights must be worn with tennis shoes daily. Girls should wear no colored nail polish or jewelry.
- Tennis shoes should be functional and worn every day. No light up shoes.

**Discipline:** The staff of the St. Michael's Three Year Old Program provides loving and firm discipline to the children in our care. Parental cooperation is necessary if we are to successfully teach children to develop strong personal and social skills. Dismissal from St. Michael's will occur in cases of serious and continual misbehavior.

**Marketing:** Photos of the class and students are occasionally taken to promote St. Michael's Catholic School. These photos may be published in the newspapers. Photos are also taken and put on Aubrey Grace Productions on Facebook to keep you in touch with your child's day. By signing these forms, you are giving St. Michael's permission for the use of your child's photo to be published for marketing information.

**Allergies:** Please list any allergies and reactions. \_\_\_\_\_  
\_\_\_\_\_

**Naptime:** There is required rest time for three year olds. If your child has difficulty at naptime, what do you do to encourage your child to lie down quietly?  
\_\_\_\_\_

I understand all information on these pages and the registration papers and I agree to abide by all rules and policies of St Michael's Catholic School and will be held liable for all tuition and fees.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_