



January 6, 2017

Dear Parents,

St. Michael's Parish Day School will hold a mail-in/drop-off registration for the 2017-18 school year January 23-27, 2017. Applications should be completed and returned, along with the registration fee, to the box outside the Day School Office by **1:00 p.m. on Friday, January 27**. The registration fee is \$175.00 per child. We will collect all registration forms on January 27 and process them during the following week.

Registration priority is as follows: Current students in good standing (less than 30 days past due in tuition), siblings of current students, previously waitlisted church members, other church members, siblings of former students, grandchildren of church members, and the general public. If a registration form is turned in after the deadline, it will still be accepted, but it will lose all priority (i.e., it will be placed in the "general public" category). Please note that to be considered a "sibling of current student," an older brother or sister also must register for next year. If not, a child would fall into the "sibling of former student" category.

We will have enough spaces for all current students who wish to return next year. Because there are choices within certain age groups, you may not receive your first choice. If there are more applicants than there are spaces in a class, we will go through each category in order and use a lottery system to fill the spaces. Applicants will be notified by mail of being accepted or waitlisted by February 6. Registration fees for waitlisted students will be returned. All other registration fees are non-refundable. Please make a note of the following:

- **If you are applying for a three year old, older two year old, or younger two year old space, please indicate your class preference by ranking your first, second, and third choice (if applicable).**
- **Children registering for three-year-old classes should be toilet trained by the beginning of school.**
- **If your child has a diagnosed special need or IEP, please discuss your situation with me before registering. We want to be sure we can meet every child's needs.**

If you have any questions or would like to schedule a tour, please feel free to contact me at annunziata@holymichael.org or (919) 782-6430. We hope to see you next year!

Sincerely,
Mandy Annunziata
Director