

THE ST. EDWARD SCHOOL BOARD

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January 10, 2018

Dear School Parents and Guardians:

It is time for pre-registration for the 2018-2019 school year. Pre-registration enrollment figures are used as a baseline to estimate enrollment for the next school year and are an essential first step in the school's budgeting process. ***This process is used to determine staffing needs and the tuition rates we set each year and therefore impacts every family with children at St. Edward School.***

We are asking for your help with this process. If you know you are coming back to St. Edward School next year; please pre-register **before Wednesday, January 24th**. Also, if you know you are not returning next year it is important that you tell us at this time. This information will enable us to develop a more accurate budget, focus our marketing efforts on attracting new students, and set tuition rates in a timely fashion.

There is a \$100 family, pre-registration fee for ***part time*** Preschool, Kindergarten – thru grade 8. The pre-registration fee for each student in ***full time (5 day) Preschool is \$300*** and is non-refundable (upon attendance in the fall, \$200 of this fee will be applied to tuition in October).

Please fill out the registration form on the other side of this form and return it to the school office with your pre-registration fee no later than Wednesday, January 24th. We will be opening up the registration to other families after January 28, in order to reserve a place for your child *you must register before the deadline*.

If you have an additional child who will be entering St. Edward School for the first time, include his/her name in the "New Student" section. If the student will be attending pre-school **please indicate the session** you are requesting. *A new student registration form will be sent to you.*

If you have any questions regarding pre-registration at St. Edward School, you may contact the school office at 773-736-9133.

Thank you in advance for your timely return of the enclosed form and your fee payment. It is critical for us to plan effectively.

Respectfully,

Ann Tudor

St. Edward School Board President