

2019-2020 SY

ST. PHILIP EARLY CHILDHOOD CENTER REGISTRATION CHECKLIST

This checklist is provided for your convenience. Please read and review. Our current families have first choice. Registration opens to the public on **November 30, 2018**.

The packet contains:

- **Welcome letter from Mrs. Stich**
 - **Letter from Fr. Donahue our Pastor**
 - **Application for registration**
 - **Tuition and fees schedule**
 - **Program Description**
 - **Uniform options**
- **2019-2020 SY open registration begins November 30, 2018. Seats are reserved by the date and time of registration. St. Philip can not save spaces without full registration completed.**
 - Registration form completed.
 - Provide the name and email of the financially responsible party (guarantor) for tuition payments.
 - Guarantor must sign and date the financial portion of the application.
 - Submit \$50 Application fee (can be one check with registration fee).
 - Parents must sign and date the form and return with \$250 registration fee per student.
 - **Registration is not complete without the following documents:**
 1. **Birth certificate**
 2. **Baptismal Certificate (if applicable)**
 3. **Military ID (for military discount)**
 - **Activities fee are added to your FACTS account August 1st unless paid at registration**
 - **Current VA health forms are due to the office by July 28th**
 - **2019-2020 Tuition and Fees**
 - All payments for school are made through FACTS. FACTS will email you directly. The FACTS company charges a yearly maintenance fee that is not part of St. Philip ECC fees.
 - You must accept the email in order to start payments. Please ensure that you print clearly on your application.

If you would like to make a payment in full for the whole year, payments of check, cash or credit card are accepted. Credit Cards may be done in person; however, there will be a convenience fee of 3.5% + \$.15 of the amount charged. These fees are charged to St. Philip for the use of credit cards and are not St. Philip fees.

If any families have questions regarding the registration process for the 2019-2020 school year, please call 703-573-4570. I welcome you to St. Philip Early Childhood Center.