

THE POTTER'S HOUSE KINDERGARTEN ENROLLMENT PROCESS

Thank you for requesting an application for kindergarten enrollment at The Potter's House. In order to determine the best placement for your child's academic success, we have established the following procedure for enrollment.

Application Process:

- Students must be 5 years of age by November 1st of the enrolling year.
- Submit completed application (December–March). Students are enrolled by their parent or legal guardian only—proof of guardianship is required.
- Please include:
 - Copy of your child's certified birth certificate
 - The *completed* parent checklist (attached)
 - Submit your child's preschool assessment or progress report.

Enrollment Process:

- If enrollment is offered, attend kindergarten roundup (June).
- Items needed at the time of enrollment include: Child's certified birth certificate, Child's Social Security card, Child's current immunization record, and the Michigan State health appraisal form (attached / filled out by your physician).
- Families who wish to apply for tuition assistance must provide documentation of the household income. These items include:
 - 2005 Income Tax records
 - 2005 W2
 - SSI report (if applicable)
 - Six weeks pay stubs to prove change in income (if applicable)
- Additional documents if applicable:
 - Childcare expenses
 - 2005 medical bills exceeding \$300
 - Proof of legal guardianship

Kindergarten Readiness Screening for children without preschool experience:

- Attend your local public school's kindergarten readiness screening and submit that written recommendation to the school.
- If this option is not available to you, call The Potter's House office (241-5202) to be placed on the kindergarten-screening list.

Thank you very much we want to make this experience the best possible for you and your child. Please feel free to call me at 241-5720, if you have any questions.

Sincerely,

Cheri Beals

The Potter's House Administration