

## THE POTTER'S HOUSE PREKINDERGARTEN ENROLLMENT PROCESS

Thank you for requesting an application for prekindergarten 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 4 years of age by November 1, of the enrolling year.
- Submit completed application January–June. Students are enrolled by their parent or legal guardian only—proof of guardianship is required.
- Please Include:
  - The *completed* parent checklist (attached)

### Enrollment Process:

- If enrollment is offered, attend prekindergarten orientation (August).
- 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

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