

# ST. JOSEPH'S REGIONAL CATHOLIC SCHOOL

## APPLICATION CHECKLIST

### PRE - KINDERGARTEN



*Thank you for your interest in St. Joseph's Regional Catholic School!*

As you explore opportunities for your child this year, consider our St. Joseph's family.  
Spaces are very limited, so please apply today.

*Priority is given to registered Saint Joseph's Regional Catholic School parish families and siblings of students already enrolled in the school.*

### THE 5 STEPS IN THE APPLICATION PROCESS

#### **STEP ONE: Complete the application form in TADS**

- For families interested in pre-kindergarten, prospective students must be 4 by September 1 to be eligible to enroll.
- For families interested in kindergarten, prospective students must be 5 by September 1 to be eligible to enroll.
- All students and their families are required to apply through TADS by clicking the link on our website: (<http://mytads.com/a/stjosephsregionalcatholicsschool>) and submitting the non-refundable \$150 application fee per family.

#### **STEP TWO: Complete the entrance assessment and shadow day**

- A school official will contact prospective families, via email, to set up an appointment for a shadow day visit and new student testing.

#### **STEP THREE: Decision**

- Parents of prospective students will be notified via email and/or receive a courtesy phone call regarding the application status of the student. **Please note that decisions for the 2020 - 2021 school year will be made within three business days of the new student assessment.**

#### **STEP FOUR: Submit Paperwork and enroll before June 1**

- 1. Complete the enrollment process by clicking on the link in the acceptance email or by selecting the "Enrollment" tab in TADS.
- 2. Submit your completed parish verification form (and Catholic families: Parish covenant) ASAP
- 3. Submit the following forms to the office before **June 1**:
  - Original copy of a birth certificate
  - Parish Verification Form (All Families)
  - Parish Covenant Form (for Catholics only)
  - Current immunization record & Archdiocese of Washington Immunization Policy Acknowledgement
  - Baptismal certificate (for Catholics only)
  - Emergency form (Required by the State of Maryland for all Pre-K students)
  - Parents Guide to Regulated Child Care (Required by the State of Maryland for all Pre-K students)
  - Proof of custody (where applicable)
  - Medication/Medical forms (where applicable)
- 4. In TADS - **Accept your tuition agreement, select your payment dates, and make the first required fee payment.**

#### **STEP FIVE: Prepare for the first day of school**

- Your child must complete their summer assignment. This information will be posted online under the "Parents and Students" tab by June 1.
- Purchase school supplies from the supply list. This information will be posted online under the "Parents and Students" tab by June 1.
- Obtain school uniforms from Risse Brothers and/or gently used uniforms from our Uniform Exchange housed at the school.
- Subscribe to text message reminders from the school by texting "@17stjos" to 81010.
- Like our Facebook page and follow us on Twitter to stay abreast of updates.
- Complete the Archdiocese of Washington's Virtus training to volunteer at school events. Please visit the "Parents" tab on our website for additional information or contact [schooloffice@stjosrcs.org](mailto:schooloffice@stjosrcs.org) if you have additional questions.
- Have a relaxed and blessed summer. We are excited to see you on the first day of school!