



Parent Checklist Form

Dear Parents,

In order to complete the enrollment process, we will need the following documents 2 weeks before the start of the school year. Documents may be dropped off in the main office or mailed in to the attention of Mrs. Oyler, Preschool Director.

_____ Preschool Registration Form

_____ \$100 Pre-Registration Fee

_____ Tuition Agreement Form

_____ A copy of the original birth certificate from the Department of Health Services (A copy of the hospital certificate isn't acceptable per state regulations.)

_____ Physical Exam/Preventative Health Care Form completed by Pediatrician

_____ Copy of current Kentucky Immunization Certificate provided by physician

_____ Eye Exam Form completed by an Ophthalmologist or Optometrist

_____ Handbook Agreement/Checklist Form (This form can be found on our website: stmartharocks.com under the preschool handbook)

_____ Registration in the Sycamore Education management system (This can be done by going to the bottom of the Admissions Policies section of the school website or to <https://app.sycamoreschool.com/admissions/index.php?schoolid=2674> .)

Thank you in advance for assisting us in keeping our records current. Please feel free to call the school office at 502-491-3171 at any time with questions.

*Please note that a student will not be able to attend the first day of school if all documents/forms are not completed and turned into the office.