

**ST. MICHAEL CATHOLIC SCHOOL**  
New and Returning Student Enrollment Application Packet  
Pre-K 3 through Grade 8

**Application Dates and Procedures**

Applications are available in the school office or on the school's website, [www.stmichaelswords.org](http://www.stmichaelswords.org). Applications for enrollment will be accepted beginning March 1, 2022. In order for a student to be considered enrolled, you must submit a completed application, all required documents, and the registration and fee payment to the St. Michael Catholic School office. Cash or checks are accepted, made payable to St. Michael Catholic School.

**Placement Considerations**

*St. Michael Catholic School admits students of any race, color, sex, religion, national and ethnic origin to all programs and activities generally accorded or made available to students at its school. All are welcome!*

Pre-K 3 applicants for the 2022-2023 school year must be 3 years old by September 1, 2022. Pre-K 4 applicants for the 2022-2023 school year must be 4 years old by September 1, 2022. Kindergarten applicants must be 5 years old by September 1, 2022. The child's age must be verified by a valid birth certificate from the Bureau of Vital Statistics. Hospital birth certificates are not acceptable.

**New this year, families have the option of a part-time Pre-K 3 program. Students attending this program would attend M-F from 8:00-11:00 am.**

Entrance into St. Michael Catholic School is subject to screening. All records from a transferring school will be reviewed to determine an applicant's readiness for the St. Michael Catholic School programs. Additional screening may be required at the expense of the parent. A student entering Kindergarten, without prior formal education, will be scheduled for a readiness screening conducted by professional staff at St. Michael Catholic School.

Students transferring from another private or public school may be admitted on a probationary basis for six weeks. If the transfer student does not show a willingness to accept the conduct and academic requirements of the school, administration reserves the right to withdraw the student.

**School Health Services**

All students are required to have the minimum required state immunizations in order to attend St. Michael Catholic School. Students must provide proof of immunization and be in compliance with these minimum requirements prior to admission into the school. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic schools in Texas. The only exception to the immunization policy is a medical exemption signed by a licensed physician authorized to practice in the state of Texas and must include the physician's license number. Refer to the immunization policy included in the Parent-Student Handbook found on the school's website.

**Registration and Fees**

There is a \$225 non-refundable registration fee per student. There are also other non-refundable fees due: Fine Arts fee of \$50 per student in grades 5-8; Home and School Association - \$10 per family; Class fee of \$25 per student; and a Sports fee of \$50 per athlete in grades 5-8 or \$25 per athlete in grade 4.

**Financial Opportunity**

Any family needing financial assistance may apply for the Orlene Maer Scholarship Fund. These funds are limited so please apply early. An application for this is available on the school website, or may be picked up in the school office. An application must be complete with all required legal documentation to be considered for tuition assistance. Applications are due by May 5, 2022 at 3:30 pm. Recipients will be notified by the end of May.

