



# SACRED HEART

## Early Learning Center

### ENROLLMENT CHECKLIST 2018/2019

Thank you for your interest in registering your student at Sacred Heart Early Learning Center Program. Each of the following documents must be on file and the accompanying fees paid in order for your application to be considered complete.

The following documents are required to complete the enrollment process for all returning and new students:

- Parent/Student Handbook (Operational Policies per family)
- Admission Application
- Statement of Child's Health from a health-care professional
- Immunization Records
- TB Screening
- Vision & Hearing Screening (4 year olds only)
- Severe Allergies/Health Form
- Student Emergency Contact and Release Form
- Signed Registration Agreement (per family)
- Program Choice Form (one per student)
- Archdiocese Media/Publicity Release and Authorization Form (per family)
- Non-Refundable Application Fee (one per student)
- Non-Refundable Registration Fee (one per student)

The following documents are also required for each new student:

- Original birth certificate – Sacred Heart ELC will make a copy
- Original social security card-Sacred Heart ELC will make a copy
- Copy of baptismal certificate if applicable

Completed packets should be returned to the school at the following address:

Attn: Admissions Office  
Sacred Heart Early Learning Center  
615 McDade Street  
Conroe, TX 77301

