



**2017-2018**

**Preschool Re-Enrollment Timeline  
PMO, 2's, 3's**

**January 13<sup>th</sup>** – Letter of Intent to Return sent to current families. This will be sent home in your child's folder.

**February 1<sup>st</sup>** – Letter of Intent due back to Joanna Gordon. **If it is not returned by February 1, we are assuming your child will not be returning for the 17-18 school year and we will not hold his/her space.**

- 17-18 Cathedral Verification forms are due to Joanna Gordon, if applicable. You can find these on our website under the 'Admissions' tab.

**April 17<sup>th</sup>** – All re-enrolled families will receive their 17-18 FACTS Verification Letter which will have your 17-18 payment plan information.

**May 1<sup>st</sup>** – Any changes to your 17-18 FACTS banking information must be done through FACTS by this date. Any payment plan changes (annual or monthly payments) may be done through Joanna Gordon by May 1st, otherwise your payment plan from 16-17 will stay the same for 17-18. **Note: Any banking changes go through FACTS by accessing the following link: [online.factsmgt.com](http://online.factsmgt.com) or calling 866-441-4637.**

**May 9<sup>th</sup>**- All 17-18 Payment Plans will be finalized

**May 20<sup>th</sup>**- All FACTS accounts of currently enrolled students for the 2017-2018 school year will be billed their non-refundable school fees and PTO dues.

**June 1<sup>st</sup>** – First month's tuition is due via FACTS. This is non-refundable and holds placement for the 2017-2018 school year.

**August-April-** Tuition payments #2-10 due.