

# Welcome Little Disciples

## New Family Checklist



**Step 1**

Go to [school.stmaryspontiac.org](http://school.stmaryspontiac.org), click ENROLL & submit:

- Copy of birth certificate
- IEP (if applicable)
- \$22 non-refundable Facts processing fee



**Step 2**

Family Portal

Watch for an email from FACTS Management to set up your family account. Click on the link to complete the registration packet and select a payment plan for tuition. A \$100 non-refundable preschool registration fee is paid online at this time.

**Step 3**



Become a volunteer

All volunteers must complete the Safe Environment Program. Instructions can be found at 'Volunteer' on our homepage.



**Step 4**

Communication

Be sure to watch for emails and text messages from our Parent Alert System. Look for our weekly school bulletin in your email every Thursday.

**Step 5**

If your child would like milk or hot lunch at school, add money to your child's lunch account online in Facts Management.



**Step 6**



Submit physical and immunization records by the first day of school.

**Step 7**

Be sure to Like us on Facebook ([smssaints](https://www.facebook.com/smssaints)), follow us on Instagram ([stmaryspontiac](https://www.instagram.com/stmaryspontiac)), and watch livestream events on our YouTube channel ([St. Marys Live](https://www.youtube.com/channel/UCStMarysLive)).

