

New Family Pre-registration Instructions

Enrollment is now open at Notre Dame Academy **AND** St. Lawrence Preschool for the next school year! (Applications open at 8:00 AM on 11/20/24). St. Lawrence Preschool staff will be available on 11/20/24 from 9:00-11:00 AM and again from 5:30 - 7:00 PM to collect registration fees and paperwork.

Please visit www.ndasaints.org and click on the New Family Pre-registration link to complete the process, or visit [Sycamore School](#) and click "Register" under "I need a new account".

Make sure your browser allows pop-ups. It is beneficial to have access to a printer at the time you are completing the online enrollment process. Make sure to follow the instructions below.

Start Page

You will first type your name and email address, and an email will be sent to you to complete the registration process. Please have your email username and password ready so you can access your email on the same computer you are using. Check your email, and click "Complete Registration" once you receive and open the email.

Step 1

"Create an account for your family": This screen is used to gather the initial primary parent/guardian information (Please list Father's information first if applicable). **Please do not type in all caps.** You will then be asked to create a password; please follow the password criteria.

You will need to agree to the Terms of Service, then click "Save".

Step 2

You will read a welcome message, then click on "Add New Student". This screen is used to gather student information for your family. You will read a more detailed message with new student admission information, then continue to complete the following:

- "Student General Information"
- "Student Medical Information" Each student added will have their own Medical link. You may not proceed until this option is satisfied.
- "Student Additional Information"
- "Agreements"
- "Attachments" (**Preschool ONLY**-this is where you will download/print the additional preschool documents needed to complete enrollment)
- "Requested Documents" This is where you will upload the necessary documents for enrollment.
 - Preschool: Baptismal Record (if applicable), Birth Certificate, Preschool Documents
 - K-8: Baptismal Record (if applicable), Birth Certificate, most recent report card if the student attended a previous school, most recent MAP scores (if applicable), IEP/Evaluation Reports (if applicable)
- **If your child was baptized at St. Lawrence or MQOP, we will not need a certificate.**
- ***Please note: you can continue/submit your application if you do not have these documents on hand, but they will be required before enrollment is complete.**

Step 3

This step is used to gather Family General Information and additional Family Contacts.

The School Directory options are available to families and allow you to decide if your address, phone number, cell number, and/or email address will be displayed in the online directory that is available to all of your schools families within Sycamore Education.

You will then complete the following:

- "Family Contacts" This screen is used to add any additional contacts to the family profile for new families. An additional (non-Primary contact) Emergency Contact is required for each family and you will not be able to proceed until completed. You will have to click on the 'Add Contact' button in order to add another contact to the family. You can add as many contacts as needed to the family profile. You will also be able to designate Authorized Pickup person(s). The 'Edit' button will allow you to edit an existing contact's information.
- "Family Additional Information"
- "Family Medical Information"

Step 4

"Review"-this will tell you if you are missing any required information. If a field is required and you do not have an answer (such as for "First Eucharist), type "none" or "n/a". You can click directly on the section you need to complete, and then click directly back on "Review".

Completed

Once the Review is complete, you can submit the application. Any final instructions will be listed here, including payment instructions. Also, if you provided a family email address, an email message will be sent to you as a confirmation with your family username.

****Please make checks out to NDA for students attending NDA and to St. Lawrence Preschool for students attending St. Lawrence Preschool.****

Please return the required forms and documents to the appropriate school office if you did not upload them with the application.

NEW STUDENT ADMISSION

Families wishing to enroll a new student at Notre Dame Academy must submit registration online with required additional documents and a \$50 non-refundable fee. Each new student will be screened by NDA staff prior to acceptance. Students entering Kindergarten must turn 5 years of age on or before August 1st of the current school year. All new students are accepted on a probationary basis for the first trimester of the school year.

Students will be accepted in the following order:

1. Children of active members in good standing of St. Lawrence or Mary Queen of Peace Parish with siblings already enrolled at NDA.
2. Children of active members in good standing of St. Lawrence or Mary Queen of Peace Parish who completed PreK at St. Lawrence Preschool.
3. Children of active members in good standing of St. Lawrence or Mary Queen of Peace Parish.
4. Children of active members of another parish in the Archdiocese.
5. Children who have been baptized Catholic but the family was not formally registered at a parish.
6. Children of non-registered/non-active members with siblings already enrolled at NDA.
7. Children of non-registered/non-active members who completed PreK at St. Lawrence Preschool.
8. Non-Catholic children.

Non-Discriminatory Statement:

Notre Dame Academy will not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of their educational policies, admission policies, scholarship/loan programs, athletic programs and/or other school administered programs.

St. Lawrence Preschool Program

1925 Lewiston Drive Louisville, KY 40216

2025-2026

I. PRE-K PROGRAM (4 YEAR OLD) GENERAL CRITERIA FOR ACCEPTANCE

1. **4th birthday on or before August 1st, 2025.**
2. Children who completed the 3 year old program at St. Lawrence Preschool
3. Members of St. Lawrence or Mary Queen of Peace parishes with a sibling in Notre Dame Academy
4. Members of St. Lawrence and Mary Queen of Peace parishes
5. Children who are Catholic non-parish members with a sibling in Notre Dame Academy
6. Catholic non-parish members who are active members of their home parish
7. Children who are not Catholic with a sibling in Notre Dame Academy
8. Non-Catholic

Please note the following addendums:

**Applicants are processed at the discretion of the Pastor and Director.

II. 3 YEAR OLD PROGRAM GENERAL CRITERIA FOR ACCEPTANCE

1. **3rd birthday on or before August 1, 2025.**
2. Members of St. Lawrence or Mary Queen of Peace parishes with a sibling in Notre Dame Academy
3. Members of St. Lawrence and Mary Queen of Peace parishes
4. Children who are Catholic non-parish members with a sibling in Notre Dame Academy
5. Catholic non-parish members who are active members of their home parish
6. Children who are not Catholic with a sibling in Notre Dame Academy
7. Non-Catholic

Please note the following addendums:

Applicants are processed at the discretion of the Pastor and Director. **Full Day students will take precedence over 1/2 day students.**

Non-Discriminatory Statement

St. Lawrence Preschool will not discriminate against otherwise qualified applicants on the basis of sex, race, disability, color, nationality or ethnic origin in the administration of their educational policies, admission policies, scholarship/loan programs, athletic programs and/or other school administered programs.