



Saint Theresa School
712 North School Street
Honolulu, Hawaii 96817-3098
Phone: (808) 536-4703 Fax: (808) 524-6861
www.stshi.org



HOW TO REGISTER FOR PRESCHOOL

The admissions process should be completed by **mid-April** to be accepted for the 2025 – 2026 school year. However, applications will still be accepted before the new school year begins should there be any space available.

- Complete the **APPLICATION FOR ADMISSIONS** (Goldenrod) and return it to the school office with \$100 payment which is non-refundable for the application process. Payment may be made in the form of cash, check, cashier's check, money order, or charged by credit card. Please make checks payable to: **Saint Theresa School**. The school accepts VISA, MasterCard, American Express and Discover with an additional 3% service fee charge.
- **Please provide copies of the following documents:**
 - 1) Birth Certificate
 - 2) Baptism Certificate (if Catholic)
 - 3) Social Security Card
- When ALL required documents are received and completed, the application will be reviewed by Administration and the office staff will contact you to schedule an appointment for an interview and child's observation with the Preschool Director.
- Day of appointment, child to be dropped off at the Preschool class and will spend the day with the director/teacher and students. Director will notify you with additional information regarding time of pick up. This will be an excellent opportunity to learn more about Saint Theresa School and to ask questions. Upon request, a tour of the classroom and/or school may be given.
- Applicants will be notified day of and/or by mail, if accepted or not accepted. An information packet will also be provided upon acceptance. *Please register for the online FACTS Tuition Management Program at your convenience at home or where you have computer access. You will need to have information of your financial checking or savings account number and an email address to complete process. An assigned agreement number will be provided at the end of this step in which you will need to provide the 9-digit number to the school office.
- Upon acceptance, **please complete the following and submit required forms to the school office to complete the admissions process.**
 - 1. *Complete online FACTS Tuition Management Program (**Mandatory**)
 - 2. A \$200 deposit/comprehensive fee will be posted into your FACTS account and will automatically be deducted after 10 days of being posted by the school office
 - 3. Emergency & Drop Off / Pick Up Information Form
 - 4. Tuition Agreement Form
 - 5. Required State of Hawaii Health Form-14 (Updated Student's Health Record), DHS 908 Form