

### **Instructions for Registration (new student registration)**

1. At 8:20 on Monday, March 1<sup>st</sup> click the link on our website for registration. This link will not be posted until 8:20 on March 1<sup>st</sup>.
2. Put in your email.
3. You will receive an email with a security code, enter the security code.
4. Fill out the primary account person information (this will either be Mom, Dad, or legal guardian).
5. Scroll down and answer account questions.
6. Then click the green button that says 'save and go to step 2'.
7. Enter your new child information (you will be asked later to add additional children).
8. Scroll down and answer the 'child questions' below. Any questions with an \* are required. (If you have a request for a certain class there is a place to make that known, just be aware that all requests are considered but not guaranteed.)
9. If you would like to register another child then you would need to click on 'save and add next child'.
10. After you have registered your child/children click on the green button that says 'save and go to step 3'.
11. On this page under relationships select your relationship to child.
12. Use the slide buttons to the right to indicate if the child lives with you, if you are the emergency contact and if you are a pickup person.
13. There will an orange save and add next contact button. Click on this. **\*\*This is where you will list other parent, people allowed to pick-up your child, and your doctor please list all these contacts for us, phone numbers and physical addresses will be required\*\***
14. Click the green button at the bottom 'save and go to review' when you've added all other contacts.
15. You will then go to a page where you can review all added info.
16. Then once everything is correct, at the bottom of the page click the green 'submit' button. \*If you submit your registration before 8:20 on March 1<sup>st</sup> **it will not be valid.**\*
17. You will receive an email letting you know if you have gotten into the class you requested or if you're on the waiting list within 24-48 hours.
18. **\*\*We have to have your \$100 registration fee (\$125 for Kindergarten/Advanced PreK) within 24 hours of submitting your registration or you will lose your spot. We take cash or check and you can leave the money in our black box outside the door. (If you have to mail your registration fee please email or call the school.)**

### Important Registration Notes

\*The earliest you can register is Monday, March 1st at 8:20.

\*Use the link and instructions on the back of this sheet to register.

\*If you submit your registration before 8:20 on Monday, March 1<sup>st</sup> it will not be valid. You will get an email stating you have to re-submit your registration.

\*Detailed steps for registration are on the back of this form.

\*You do not have to come to the building to register but if you would like to, there will be several of us here to help. You will still be registering electronically on your phone or on one of our devices.

\*Your registration will have a time stamp once you submit it. All forms submitted after 8:20 on March 1<sup>st</sup> will be used to fill classes on a first come, first served basis.

### Available Classes

(These are the classes we hope to have but are subject to change based on enrollment)

Infants: 2, 3, and 5 days

Toddlers: 2, 3, and 5 days

Young Twos: 2, 3, and 5 days

Old Twos: 2, 3, and 5 days

Threes: 2, 3, and 5 days

\*PreK: 2, 3 and 5 days

\*Kindergarten/Adv Prek: 5 days

\*we have three 5 day PreK teachers: Mrs. Jennifer, Mrs. Lee Ann, and Mrs. Sharon.

\*students must be 5 by September 30<sup>th</sup> to enroll in Kindergarten/Advanced PreK

Class requests will be available on the registration form but not guaranteed. Your child will be placed in the class that is age appropriate for them.

### Registration Fee

\*Registration for Kindergarten/Advanced PreK will be \$125.

\*Registration for all other classes is \$100.

\*Registration will be due within 24 hours of your registration confirmation email. Once we know which class your child is in, we will send you an email letting you know. After you get that email you will have 24 hours to drop off a check or cash in the black box or the office. Please make sure to write your child's name on an envelope if dropping off cash.

### Before Registration

\*Make sure you are in a place with decent wifi.

\*Read over all instructions on these pages to make sure you understand how to register.

### Important Things To Know

\*If you are enrolling in a three year old class your child **MUST** be potty-trained when school begins in August.

\*If you want to hold your spot in the infant class (or any class) but know your child will start later in the year, you have to pay starting in August, even if your child will not be attending. You must pay to guarantee your spot. We cannot hold spots without payment.