

INSTRUCTIONS FOR FILLING OUT ENROLLMENT FORMS

1. Completely fill out the Tuition Fee Schedule for your child.
2. Completely fill out the enrollment sheets, filling in **ALL** blanks.
3. I have had the Child Food Allergy Emergency Plan filled out and signed by the child's physician and it is also signed by a parent. **You only need to fill out this form if child has physician diagnosed food allergy that requires the use of emergency action/medication. A new food allergy emergency plan is required each school year.**
4. Fill out the draft authorization and attach a voided check if you choose to have tuition drafted (optional). **A new draft authorization and new voided check is required each year to continue drafts.**
5. Fill out the 'In His Hands' T-Shirt Order form. This is a field trip requirement and there is no charge. **(Preschool only - 3 years old and older classes)**
6. Fill out the Birth through 2 year old t-shirt order form. **(This is optional and there is a \$10.00 charge to order).** Payment is due by check or money order attached to the order form at time of order.
7. Fill in the check off sheet and sign and date that page.
10. The registration fee must be paid by check or money order (no cash) and turned in with the enrollment paperwork in order to secure your child's place. **We do not draft registration fees.** Please return the paperwork and registration fee in the envelope in which it was provided to you. You may return the completed packet to the preschool office during office hours.