**INSTRUCTIONS FOR FILLING OUT ENROLLMENT FORMS**

1. Review the child’s family information sheet and make any necessary changes initialing beside each change for each child. Sign and date the bottom regardless of any changes made for each child.
2. **(Preschool only - 3 years old and older classes)** Read and sign the Parent Agreement – Potty Training
3. Completely fill out the Tuition Fee Schedule for your child.
4. Fill out the updated Transportation Authorization, Water Activities, and Photographic Permission form.
5. Fill out the Child Food Allergy Emergency Plan. **You only need to fill out this form if the child has a physician-diagnosed food allergy that requires the use of emergency action/medication.** Make sure it is signed by the child’s physician and that it is also signed by a parent. **A new food allergy emergency plan is required each school year**.
6. **(Optional)** Fill out the draft authorization and attach a voided check if you choose to have tuition drafted. **A new draft authorization and new voided check are required each year to continue drafts.**
7. **(Preschool only - 3 years old and older classes)** Fill out the ‘In His Hands’ T-Shirt Order form. This is a field trip requirement and there is no charge.
8. Fill in the check-off sheet and sign and date that page.

10. Return all forms with the registration fee paid by check or money order (no cash) in the labeled envelope provided to you with your enrollment packet to the preschool office. **We do not draft fall registration fees.** The registration fee must be turned in with the paperwork to secure their place.