

**PRESCHOOL REGISTRATION
FOR CURRENT FAMILIES
FOR THE 2017-2018 SCHOOL YEAR
Office: 248-573-8330**

Dates of registration: **Tuesday, March 7 – Thursday, March 9**
Times: **8:30 a.m. – 3:30 p.m. at the Early Childhood Center**

Current families who **do not** submit their registration form within the timeframe listed above:

**Must register during
Open Registration on March 18, 2017
No Exceptions**

Current Family Registration forms will **not** be accepted outside of the dates listed above. If for any reason you will **not** be available to submit your registration during the above times, a family member or friend may drop it off for you.

Current **BARTLETT** families may turn their forms in to their teacher during Current Family Registration, or drop them off at the ECC during office hours.

- March 7– March 9: Registration forms will be accepted for current families. **CURRENT PRESCHOOL ACCOUNTS MUST BE UP TO DATE FOR REGISTRATION TO BE ACCEPTED. Registration fees must be paid with new registration or paid on-line within 2 days. Registration fees are non-refundable except under conditions listed below.**
- When you complete the registration form you are given the opportunity to make a first, second and third choice of classes. If you only make a first choice and that choice is not available, you will be contacted to see if you want to make another choice or if you want your child's name on a wait list for your first choice. Registration fees will be returned or a credit made to your account for any child that does not get into a class.
- Families are encouraged to make second choices at registration. Only making one choice does not guarantee that choice will be available. *If you need to have*

classes coordinated for siblings or car-pooling, please make note on all registration forms.

- If a class is over-subscribed, a drawing will be held of all registrations.

Example: If class #1 has 18 openings and 20 families turned in registrations a drawing will be held and the first 18 students will be entered into the class. 2 families will be given their second choice.

- March 15, 2017: **Class confirmations** will be given to your current teacher.
 - Your child's name will not be automatically placed on a waiting list, you need to call or come into the office. 248-573-8330
 - **Waiting list** a drawing will be held to put multiple wait list students in order.
- Families with a child enrolled and attending preschool may register siblings at this time if tuition payments are up-to-date. You must provide a birth certificate and immunization record within 30 days of registration.
- Please read all pages of the class list hand out.
- Class cancellations: Classes are subject to change and/or cancellation based on classroom availability and enrollment. Parents will be notified if a class is not available and given a choice to enroll in another class with openings or receive a refund.
- There is no waiver for preschool for children with late birthdays (9/1-12/1).
- ***The Preschool program does not guarantee teachers or associate teachers for any class.***
- Preschool Open Registration is scheduled for **Saturday, March 18, 2017.**

Please read both sides of this paper.