

Preschool Registration

~ New Enrollees ~

Please follow these steps to complete the registration process.

1. Please **COMPLETELY** fill out **ALL** the forms indicated on the checklist.
 - A. Please also fill out the **Registration form**.
 - B. Please fill out the **EMERGENCY CARD** (Child Information Record) ... fill out every box: put NONE if not applicable.
 - C. Please write your child's name on the top of the checklist form and turn it in.
2. The registration fee of **\$75.00 is due at the time of registration**.
 - A. If paying by check, please make it payable to BLOOMFIELD HILLS SCHOOLS.
 - B. Visa and MasterCard are also accepted.
 - C. You may complete the CREDIT CARD AUTHORIZATION FORM (EFT) to keep your credit card on file for the school year. We can use that form for your registration fee.
3. A copy of your child's **birth certificate** is required for all *new* enrollees.
4. The **HEALTH APPRAISAL** form is due by **July 15**.
 - A. Health appraisal forms expire two years from the date of your child's physical.
5. Before/After Care Registration form **MUST** be submitted with your Preschool Registration form. Changes or cancellation may be made through August 9. **No exceptions can be made**. After that date, we will add your child if/when we can accommodate.
 - A. If Before/After Care is needed in **September**, registration must be completed by **June 28**. **No exceptions can be made**. After that date, your child will be placed on a waitlist.

IMPORTANT INFORMATION

- School year is September 3*, 2019 to June 12*, 2020 (in two semesters 9/3/18-1/24/20 & 1/27/20-6/12/20). *Dates are subject to change.
 - ❖ First semester Preschool fees - **FULL** tuition payment is due by July 15. Payment by check/credit card.
 - ❖ Second semester Preschool fees - **FULL** tuition payment is due by December 13. Payment by check/credit card.
 - ★ Installment plan (annual tuition rate divided into ten installments; five each semester) is only available to EFT (automatic credit card) enrollees.
 - The first installment is charged July 15.
 - The next nine installments are charged on the 15th of each month**, August-April.
- **If the 15th falls on Saturday/Sunday, fees will be charged on the Friday before.
 - ✓ July 15, August 15, September 13, October 15, November 15, December 13, January 15, February 14, March 13, April 15
- Signed contracts may be terminated in writing by the deadlines. If your termination is not received by either deadline, you are financially responsible for payments until the semester ends.
 - ❖ For first semester: cancellation submitted in writing by July 15, 2019.
 - ❖ For second semester: cancellation submitted in writing by December 13, 2019. You will NOT be responsible for any payments beginning February 14.
- Teacher letters are sent home the middle of August.
- Visit our website, **Bloomfield.org/Bloomin** to view our *Family Handbook*; which includes our philosophy, daily routines, building information, and policies & procedures. Printed copies are available upon request. Our *Licensing Notebook*; which includes all licensing reports is available in the Office during hours of operation.
www.michigan.gov/michildcare

~ PLEASE KEEP THIS FOR REFERENCE ~