



## Preschool/Child Care 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. If registering for Just Fours, Monday/Wednesday/Friday AM only:
  - A. Please list one choice: **Benesh** or **McGregor** or **NO PREFERENCE**
5. The **HEALTH APPRAISAL** form is due by **July 15**.
  - A. Health appraisal forms expire two years from the date of your child's physical.
6. Child 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 Child 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 the 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 or credit card.
  - Second semester Preschool fees - **FULL** tuition payment is due by December 13. Payment by check or credit card.
    - ★ Installment plan (annual tuition rate divided into ten installments) is only available to EFT (automatic credit card) enrollees.
      - The first installment is charged July 15.
      - The next nine installments are charged on the 15<sup>th</sup> of each month\*\*, August-April.
- \*\*If the 15<sup>th</sup> falls on Saturday/Sunday, fees will be charged on the Friday before. See the dates below.
  - ✓ July 15, August 15, September 13, October 15, November 15, December 13, January 15, February 14, March 13, April 15
- ❖ Child Care contracts are for the whole school year (September 3\*, 2019-June 12\*, 2020). \*Dates are subject to change.
  - Child Care fees are due by the 5<sup>th</sup> of the month for that month's fees.
    - ★ If your credit card is on file (EFT form on file), it will be processed the 5<sup>th</sup>\* of each month.
      - \*If the 5<sup>th</sup> falls on Saturday or Sunday, credit cards will be processed on the Friday before.
      - ✓ September 5, October 4, November 5, December 5, January 6, February 5, March 5, April 3, May 5, June 5, July 6, August 5
- ❖ 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 ~

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