

ACCOTINK ACADEMY PRESCHOOL

January, 2012

RE: 2012-2013 REGISTRATION PROCEDURE FOR CURRENTLY ENROLLED STUDENTS, SIBLINGS AND ALUMNI.

On Wednesday, **January 25th** we will open registration to all current Accotink Academy families.

Wednesday, January 25

9:00 AM - Please come to room 266 (upstairs) with your registration materials COMPLETED. You will be given a number that corresponds to the program in which you are registering your child. If you have more than one child to register for next year, please take a number for EACH CHILD FROM THE APPROPRIATE CLASS PROGRAM. Example: If you are registering children in the 3-day program and the kindergarten program, select a number from the 3-Day Program and another number from the kindergarten program. These numbers will be attached to your child's registration materials and placed in that order in our enrollment binder.

The following materials need to be ready.

- 1) The enrollment form filled out with all information completed including the space marked "Your Child's Personal Identification Number". **Each line on the enrollment form must have information or a "N/A" (not applicable) written on the line.**
- 2) The Family Information Sheet - (front and back). Please complete all information. The same applies as all lines must have information or "N/A". **There must be TWO signatures on this form.**
- 3) The Enrollment Agreement Form. Two pages front and back. **There must be TWO signatures on this form.**
- 4) The registration fee. Checks should be payable to Accotink Academy.
- 5) A birth certificate is necessary for siblings registering for the first time.

Enrollment packets will be available immediately in the school office or on Mrs. Brendmoen/ Mrs.Tavares' desk in the hallway near the office.

TRANSPORTATION INFORMATION: All information for bus transportation will be available at the transportation registration table. If you need bus transportation for your child next year (or think you might need transportation), please stop by this table. This is door-to-door service and bus transportation is first come, first serve. Bus transportation is only available to the AM classes.

SUMMER CAMP INFORMATION: Registration for summer camp will be ongoing from January 25 - May 25. Questions? Call Mrs. Fran McBride (451-5797).

Wednesday, February 2nd. ALUMNI REGISTRATION Begins at 9:00 AM.

Please come to the school office to register.

Registration is open to siblings of alumni and alumni of Accotink Academy.

Siblings must have a copy of their birth certificate.

Monday, February 6th - REGISTRATION IS OPEN TO THE PUBLIC

Doors will open at 7:45 AM and registration will begin at 8:00 AM.

ACCOTINK ACADEMY PRESCHOOL PUBLIC REGISTRATION

REGISTRATION PROCEDURE FOR 2012-13

On **January 25th** we will open registration to the parents of children currently enrolled in Accotink Academy.

Monday, February 6th - REGISTRATION OPEN TO PUBLIC

7:45 AM - Our glass doors will open. Parents may enter the building and go upstairs to Room 266 to get a number. You will be given a number that corresponds to the program in which you are registering your child. If you have more than one child to register for next year, please take a number for EACH CHILD FROM THE APPROPRIATE CLASS PROGRAM. Example: If you are registering children in the 2-day program and the kindergarten program, select a number from the 2-Day Program and another number from the kindergarten program.

8:00 AM - Registration will begin.

We will call numbers and register the children as quickly as possible.

It will help the registration process if you have the following materials ready when you come to the enrollment table:

- 1) The enrollment form filled out with all information completed. **Each line on the enrollment form must have information or a "N/A" (not applicable) written on the line.**
- 2) The Family Information Sheet – (front and back). Please complete all information. The same applies as all lines must have information listed or a "N/A" listed.
- 3) The Enrollment Agreement Form. Two pages front and back.
- 4) The registration fee. Checks should be payable to Accotink Academy.
- 5) A birth certificate is necessary for registration.

TRANSPORTATION INFORMATION: All information for bus transportation will be available at the transportation registration table. If you need bus transportation for your child next year (or think you might need transportation), please stop by this table. Bus transportation is only available for the AM classes. This is door-to-door service and bus transportation is first come, first serve.

SUMMER CAMP INFORMATION: Registration for summer camp will be ongoing from February through May. Questions? Call Mrs. Fran McBride (703-451-5797).



PRESCHOOL

REGISTRATION FOR 2012-2013

Things you will need for registration:

- ✓ Registration Form
- ✓ Family Information Form
- ✓ Enrollment Agreement Form
- ✓ **Copy of birth certificate** (first time enrollment for child)
- ✓ Registration fee (cash or check made out to Accotink Academy)

The forms listed above need to be completed (front and back where necessary) and signed and dated by the child's parent(s) or guardian(s). Please **PRINT ALL INFORMATION** on these forms. These forms must be brought to the preschool along with the birth certificate and registration fee. Please do not e-mail any forms to the school.

Please don't forget that you will need your child's birth certificate (or copy) at the time of registration. This is only necessary if your child is enrolling for the first time in Accotink Academy. We must document proof of the child's age to complete the enrollment package.

If you should need any more information, please do not hesitate to call our office. (451-5797).

