

## PCOM Preschool 2018-2019 On Line Registration Instructions

### **ONLINE REGISTRATION PROCESS**

1. Online registration opens at 9:00pm on the first day of each registration session and closes at 9pm on the last day of each registration session. If you choose to register prior to your allotted time your registration will **not** be accepted. Therefore, you will **not** secure a spot at our school. We recommend registering on a laptop or personal computer. Hand held devices ( iPad, tablet and or a smart phone can cause a delay or malfunction in the registration process).

March 2<sup>rd</sup>-4<sup>th</sup> CHURCH MEMBERS

March 6<sup>th</sup>-8<sup>th</sup> CURRENTLY ENROLLED

March 13<sup>th</sup>-15<sup>th</sup> PREVIOUSLY ENROLLED FAMILIES

March 20<sup>th</sup> NEW FAMILIES

2. Visit our website [www.pcompreschool.com](http://www.pcompreschool.com)

3. Click on the peach verbiage in the green box, centered on the homepage that reads "2018-2019 Online Registration".

4. Step 1- Fill in all fields **except** Session/Tuition, Early Drop, and Lunch Bunch.

5. You are **ONLY PAYING THE REGISTRATION FEE** (\$130, \$140 OR \$150)

### **In the Additional Comments/ Instructions box please put**

\* Child's gender

\*Session choice #1<sup>st</sup> and 2<sup>nd</sup> choice i.e. #1 3s T-TH #2 3s WF

\*Teacher preference ( not 100% guaranteed )

\* Allergies. Please list if Epi pen will be on campus

\*Child's Date of Birth

\* Responsible parties' name for tuition billing

Step 2- Submit

Step 3- Fill in payment information

Step 4- Submit

5. An automatic email receipt will be sent to your email address.. **PLEASE FORWARD THAT EMAIL IMMEDIATELY TO** [pcomregistration@mypcom.com](mailto:pcomregistration@mypcom.com). Forwarding the receipt completes the online registration process. You must forward the email to the above address to secure your spot. We will send you an email within 3 business days confirming your session choice and completed online registration process.

### **ENROLLMENT PROCESS**

In person enrollment process will begin on or before April 10th, you will receive an email from the preschool office letting you know your carved out enrollment time frame. The in person enrollment dates are as follow:

Church Members, Current Returning Families and Previous Enrolled Families April 16<sup>th</sup> -17<sup>th</sup>

New Families April 17<sup>th</sup>-18<sup>th</sup>

### **ACCESSING REGISTRATION PAPERWORK AND PARENT HANDBOOK**

1. Click on "Parent" tab across the top of the website
2. Click on "Document Library"
3. Click on " 2017-2018 Registration Paperwork" (Print if you do not already have hard copy).
4. Click on "Parent Handbook" (please read, new information has been added)

**Currently Enrolled Families** only need to down load, print, and fill out pages one, two, four and eleven of the registration paperwork. These four pages were sent home during your parent teacher conference. An important note, the people listed on pages four and eleven need to be the same. Please bring these 4 pages to your in person enrollment block of time. Please bring in current immunization records if updates have been made. Please refer to Senate Bill 277 regarding immunization requirements. It is a California state law. This would include the yellow card or print out. Please be aware if your child has an allergy or special need requiring a doctor's signature. You will need to fill out a new 2018-2019 medical packet. We will provide medical packets at enrollment dates. Please read the handbook. There are some changes and you will sign documents stating you have read and understand....

**Families enrolling a New Student, this includes: Church Members, Current families and Legacy/Previous Families** will need to download entire registration packet, print, fill out and bring it to their in person enrollment day. Please bring in current immunization records. Please refer to Senate Bill 277 regarding immunization requirements. It is a California state law. This would include the yellow card or an immunization print out. Pages ten and eleven (LIC 701 Physician's Report) need to be completed and turned in as early as April 16, 2018. We recognized the fact, there will be insurance circumstances that hinder when appointments can be made for specific medical needs. Please plan accordingly and return your LIC 701 form completed and signed along with update immunizations asap. Your child's file must be complete prior to stating school. If your child has an allergy or special need requiring a doctor's signature, you will need to fill out a 2018-2019 medical packet. We will provide medical packets at enrollment dates. Please read the handbook. You will sign documents stating you have read and understand...

I know there is a lot of instructional information provide. Please do not be overwhelmed. We don't need everything at once. We can follow the directions in three stages in order to complete the entire registration and enrollment process.

**Stage One-** Online registration. Know your date and time. Read and understand the instruction for that process..

**Stage Two-** Notification of enrollment date and time. You will receive that information on or before April 10<sup>th</sup>. In the meantime, fill out registration paperwork, gather your child's immunizations records, and make a doctor's appointment. I know some of our friends will turn three after the enrollment period and will need to wait to update their immunization cards. That is okay. Bring what you have to your enrollment date and time. This will help complete your child file in a timely manner. The paperwork is not complete until the entire registration packet is turned in, this include all state required immunizations.

**Stage Three-** Enrollment Fee Process and Scheduled Tuition Payments. The 2018 enrollment fee is your June 2019 tuition payment paid in advanced. IT IS NOT DUE AT THIS TIME. DO NOT PAY THE ENROLLMENT FEE DURING THE REGISTRATION PERIOD. It is due June 1, 2018. You will receive an email on May 1, 2018 regarding the enrollment payment. The amount online reflects this year's pricing not 2018-2019 tuition amounts. When it comes time to make the payment, It can be made online, with credit card at the terminal in the preschool office and or by check mailed to the preschool. The 10 equal tuitions payments will begin September 1, 2018 and continue to May 1, 2019. You will receive your first of 9 emailed invoices for 2018-2019 school year August 1, 2018- April 1, 2019. You will not receive an invoice in May for June because June is already paid in advance.

Thank you very much for all of your time and effort.

If you have any questions or concerns please call the preschool 949-582-2910.

Thank you,

Miss Vanessa

**LIST OF CALIFORNIA DEPARTMENT OF PUBLIC HEALTH REQUIRED  
IMMUNIZATIONS FOR PRESCHOOL ENTRY.**

3 Polio (OPV or IBV)

4 Diphtheria, Tetanus and Pertussis (DTP/DtaP/DT/Td)

1 Measles, Mumps and Rubella (MMR)

1 Meningitis (HIB) must be on or after the child's first birthday. Usually the 4<sup>th</sup> shot satisfies this requirement

3 Hepatitis B (Hep B)

1 Chickenpox (Varicella)

The LIC 701- Physician Report. Parents complete Part A. The doctor will complete Part B and screening for TB-risk factors. The form must be signed and dated by the doctor and must include the office stamp. The LIC 701 form is for new students ONLY. The physical must be dated in 2018 and not before April 2018. Please note the date the LIC 701 form is signed may be different from the date the physical was done. During the enrollment appointment please let the preschool know when your child has an appointment to get their physical and immunization up to date if this cannot happen before the enrollment appointment.