

PRESCHOOL REGISTRATION PROCESS

GATHER DOCUMENTS

- Print a copy of Highroad Children's Centre preschool application AND disclosure agreement off the website (www.highroadacademy.com), OR arrange a time to pick up an application folder from the office (info@highroadacademy.com) or preschool staff.
- Take a picture of your child's birth certificate, OR photocopy birth certificate
- Fill in all paperwork and scan to your computer **.



SEND IN YOUR DOCUMENTS

- email your child's scanned preschool application to Cathy at clahaise@highroadchildrenscentre.com. Current families, return completed documents to preschool teachers.

Include the following:

1. Child's preschool application OR reenrollment document (returning students only)
2. Child's disclosure agreement
3. Child's Birth certificate
4. Reasons **WHY** you would prefer the class listed.
5. E-transfer registration fee of \$30 to give@citylifechurch.ca. Indicate your family name and purpose of e-transfer (registration)

*** your child's registration is not considered complete unless you have paid the registration fee.**

- ** **Or** drop off your completed application (include all above documents) at the preschool into the labeled box on picnic table in playground between 9:00 – 3:00 M-F.

REGISTRATION INFORMATION

- Registration dates are as follows:
 - January 11: Current HRA and HCC families
 - January 18: HRA alumni and CLC families
 - January 25: Open Community enrolment
- You will receive an email within 1 week to determine the status of your application
- All applications received each day will be considered for desired class. **Placement is NOT determined by time received that day. Class composition will take precedence over desire.** Please list on application if there is a specific reason for your class choice. We will do our best to look at your preferred spot but **WILL NOT** guarantee desired placement.
- Early registrations **will NOT be considered** until the date your child qualifies for is open.