

New Family Registration Information

Welcome to the Early Childhood Education and Extended Day Programs
This is the information needed for 2019-2020 registration. This information is intended for families new to our programs.

The guidelines for placement of children in the Early Childhood Education and Extended Day Programs are:

Pre-K Programs: First are those children living in the NPS district (Early Childhood Education families currently enrolled are placed first, new families are placed second); next children of NPS employees who live outside the district; and lastly all other children from outside the Northville Public Schools district. In keeping with best practice, returning Pre-K children will be placed with their 2018-2019 teacher to the extent possible.

School Age Programs: First are those children living in and attending a NPS district school (Early Childhood Extended Day families currently enrolled are placed first, new families are placed second); next children living within the Northville District not attending a Northville Public school; then children of NPS employees who live outside the district; and lastly children who live outside the NPS district.

The registration process is as easy as 1, 2, 3!!!

At this time you are able to access information and webinars on our programming options for the 2019 summer and 2019-2020 school year, curriculum specifics and the registration process. Visit our website at <http://earlychildhood.northvilleschools.org>

For Pre-K families, Step Two in the process is to attend a New Family Pre-K Parent Open House. *Pre-K Parent Open Houses* will be held at each of our current four Pre-K locations – Old Village School, Thornton Creek, Ridge Wood and Winchester on **Tuesday, March 5, 2019 from 6:30 to 7:30 p.m. These Open Houses are intended for potential new families to**

visit our classrooms and meet Early Childhood staff and are designed for parents/guardians. We respectfully request that children not attend. We do ask that you watch the webinars referenced above prior to attending the Open House.

Step Three is to Submit a Program Request Form indicating your *interest* in one of our programs. On **Wednesday, March 6th**, Program Request Forms will be available on our website. You will be able to submit this form on-line. Please complete and submit a Program Request Form if you are interested in enrolling your child in any of our programs including:

- Parent/Child
- Half-Day 3's
- Pre-K PLUS & School-Day Pre-K (3-day & 5-day) for 4 year olds
- Full-Day Pre-K
- Kids' Club
- Club Mid
- Summer Programs

We will accept Program Request Forms through March 21st. After that date children will be placed in programs. Be aware that anticipated locations and times are dependent upon building space and enrollment and are subject to change.

Once your child is placed in a program (early to mid-April) you will receive a confirmation email with a Web Link to go online and complete the registration agreement based on where your child has been placed. The registration fee will be due at this time. Please be sure to have your checkbook handy as we accept registration fees by checking or savings account only. Once this process is completed (required within 3 business days to secure your child's spot) you will receive a confirmation email and other required documents.

All of our programs are tuition based. For those families utilizing Full-Day Pre-K, Kids' Club and Club Mid you will receive a monthly invoice via email. Please be sure to keep your monthly invoices as you may use these for your dependent care flexible spending accounts and for tax purposes at the end of the year.

Tuition for Parent/Child, Half-Day Pre-K and Pre-K PLUS programs is paid in four quarterly installments. School-Day Pre-K is paid in ten monthly installments.

We offer our convenient Electronic Funds Transfer Automatic Payment option which is very popular with many of our current families. You can select this option during registration and your tuition payments will be electronically debited from your account. This authorization must be selected during each online registration process.

Our 2019 - 2020 fees will be listed on our website March 1st.

Our school-year preschool programs will be offered at Old Village School (*formerly Main Street*), Thornton Creek, Ridge Wood and Winchester Elementaries. Kids' Club is offered at each of the elementary schools and Club Mid is offered at Meads Mill Middle School for both Meads Mill & Hillside students. Our office is located within Ridge Wood Elementary School. We are the entrance at the far end of the parking lot marked EC/Kids' Club.

Children may enroll in Kindergarten if they are at least 5 years of age by September 1st, 2019. This entry date holds true for our Early Childhood programs as well. Your child will need to be 3 years old by Sept. 1st to enroll in our Half-Day Pre-K 3's and turn 4 by Sept. 1st to enroll in our Pre-K 4's classes.

For Pre-K families, after viewing the “Curriculum Overview” webinar and reading our “Frequently Asked Questions” feel free to contact our office if you have additional questions.

Again, we invite Pre-K families to attend our informational **New Family Pre-K Parent Night Open Houses which will take place on Tuesday, March 5, 2019 beginning at 6:30 p.m.** These Open Houses will be offered at each of our four Pre-K locations – Old Village School, Thornton Creek, Ridge Wood and Winchester. Then, on **Wednesday, March 6th**, you will be able to submit the Program Request Form online. You may submit a Program Request Form during our New Family enrollment period which ends **March 21, 2019.**

Thank you and we hope to see you on March 5th!