Dear Preschool Families,

During this unprecedented time, we have had to change the way that we do certain things. One of those things is preschool registration. In the past, our registration has been a two-part process. The first part of the process was done in person at the Early Childhood Center so we could determine which program was the best fit for you and your child. The second part of the process was the online enrollment. However, due to the COVID-19 outbreak, we have suspended all in-person meetings.

With this in mind, we have changed our registration process for the 2020-2021 School Year. From now until we can meet in person again, we will process our preschool registration as follows:

**Step 1:** Complete the online enrollment forms. You can find the link to this site on our website at ecc.clps.org. Click on the red box on the right that states ENROLLMENT. Once on that page scroll down to the section that reads Grades K-12 and click on the link [https://centerline-registration.hosted.src-solutions.com/](https://centerline-registration.hosted.src-solutions.com/). This will take you to our enrollment site. Click on the blue Start button to begin. Toward the end of the online enrollment, you will skip the screen asking you to pick an appointment date and time by simply clicking Next.

**Step 2:** Once you’ve completed the online enrollment forms, please send the following documents to enroll@clps.org or durkas@clps.org:

- Child’s Birth Certificate*
- Child’s Immunization Records
- Mortgage/Lease Document
- Current Utility Bill
- Parent Driver’s License
- 2019 Federal Tax Return - 1040 Page 1 (if applying for GSRP)

*Note: The State of Michigan requires public schools to view a child’s original birth certificate when they register. You will be required to show this document once an appointment has been scheduled.
Step 3: Wait for a response (within two business days). We will review the documents and recommend the preschool program that best fits your needs. Once the “Stay Home, Stay Safe” mandate is lifted, we will contact you to make an appointment.

Step 4: At your scheduled appointment, please bring in the completed application for the recommended program so we can move forward with the enrollment process. The application and more information, including eligibility requirements, for each program we offer can be found on our website at ecc.clps.org under the OUR PROGRAMS tab. For the Great Start Readiness Program (GSRP), an interview with one of our GSRP teachers will be scheduled to complete the application process. For Tuition Based Preschool (TBPS), the registration fee and two weeks’ tuition must be paid in order to secure a spot in that program. For Early Childhood Special Education (ECSE), please contact the Special Education Department at 586-510-5050. All steps in this process must be completed to be registered for any of our programs.

In the meantime, if you have any questions or concerns about enrolling your child(ren), please don’t hesitate to reach out to us in any of the following ways:

- Voicemail: (586) 510-2800
- E-mail: durkas@clps.org or enroll@clps.org
- Text: (586) 467-5868

We hope that you and your family are staying safe and healthy during this time. Feel free to contact us if we can be of any assistance to you and your family.

Sincerely,

ECC Staff