

# CREATIVE CORNERS

## Directions for Enrollment 2021-22

With the COVID-19 pandemic still upon us, we have decided to complete enrollment for the next school year on-line. For returning families, on February 1<sup>st</sup> at 10am, you will receive a link to the enrollment form on the Procure app. New families, on February 8<sup>th</sup> at 10am there will be a link on the website @ [www.creative-corners.org](http://www.creative-corners.org) for your registration.

Some helpful hints:

- The enrollment form must be filled completely. If there are any blanks, your form will not be accepted.
- Once I receive the form, it will have been *time dated and stamped* by the system. This will put your child in order for enrollment. Remember, enrollment is first come, first serve.
- Registration fee is \$150 and will be charged to you by invoice from the Procure app once your child has a spot in a class. You will have 72 hours to pay the fee and keep the spot.
- Classes will be determined by enrollment.
- Parents may not request teachers. Children will be placed in appropriate classes by the director and teachers.

Directions:

### 1. STUDENT INFO

- a. Enter child's name and date of birth (If you have multiple children you may add them when prompted)
- b. Allergies and Medication Needs are entered—if there are no allergies or regular meds just put N/A in the box
- c. Age of child as of Sept. 1, 2021—that's next September so we can determine what class they will be in.
- d. Days of Attendance: 1<sup>st</sup> choice & 2<sup>nd</sup> choice—complete both
- e. Click on CONTINUE

### 2. PARENT INFORMATION

- a. If your child only has 1 parent/guardian then in the #2 PARENT FIRST & LAST NAME place a N/A

### 3. AUTHORIZED PICK-UP INFO

- a. You may add several people to your list.
- b. Once your child is placed in a class and you are invited to Procure they will receive a code #

### 4. POLICY & WAIVERS

- a. This page is for your acknowledgement that you are aware of policies.
- b. The 2021-22 Parent Handbook and Pandemic Plan are on the website.

- c. Photo release will go home at the beginning of the year if you would like to deny the use of photos/videos of your children posted on line.
- d. The cancellation & refunds policy is important. Once you have paid the registration fee and/or down payment you have made a commitment for that spot. Cancelling at the last minute causes a hard ship on the school to get that spot filled.

If there are any problems during registration, please call at 2813328936 x110. I will be at my phone to assist.