



## Parents as Teachers

### 2022-2023 Preschool Registration & Enrollment Information

Registration will open online on February 26, 2022 at 8:00 a.m. Please read through this information and reach out to Colleen Hogan (314-378-7145) or Sara Patterson (314-575-2974) or Peggy Russell (314-256-4550) with any questions.

#### **MRH ECC Preschool Enrollment 2022-2023:**

We are excited to begin our Preschool enrollment process for newly-enrolling preschool students for the 2022-2023 school year. Registration will be completed online.

Below you will find specific written directions, as well as 2 video tutorials, that will walk you through the enrollment process. If after reviewing the video tutorials and written directions, you have remaining questions or problems completing this process, feel free to contact Peggy Russell via email: [pkecc\\_enrollment@mrhschools.net](mailto:pkecc_enrollment@mrhschools.net) or by phone: 314-256-4550.

If you have any questions about residency and eligibility for enrollment, please contact our Director of Student Services, Vince Estrada @ 314-565-7441 OR [vince.estrada@mrhschools.net](mailto:vince.estrada@mrhschools.net)

If you need before or after school care Discover Club is available for full-day preschoolers. Discover Club is a tuition based before and after care program at ECC. AM Discover Club runs from 6:30am - 8:00am and PM Discover Club runs from 3:00pm - 6:00pm. On the Google Form in step 1 you will indicate your need for before or after care. You will be contacted after registration to complete your application for Discover Club.

#### **Registration Process**

**Step 1.** Complete the 2022-2023 Preschool Registration Google Form on the MRH ECC Preschool Registration and Enrollment page: Go to the MRH site ([click here](#)) on **Saturday, February 26, 2022.** *\*\*\*Please note that the preschool enrollment page is currently offline as it is being updated with the new forms for this year. Check back soon for access to enrollment documents.\*\*\**

When you go to that site on 2/26/22, you will find a link to the Registration Google Form. That link will open at 8:00 AM. After you fill out and submit the form, it will be time stamped and will indicate your 'place in line'. This form will let us know which program you are enrolling in and if you need Discover Club Services.

**Step 2.** From the MRH ECC Preschool Registration and Enrollment page ([click here](#)), please download, rename, and save the following forms on your device before entering the information.

MRH PreK Enrollment Form: (Required) Here is a [video tutorial](#) on how to complete the form.

MRH PreK Tuition Agreement: 2022-2023 (Required)

MRH PreK Returned Check Policy (Required)

ACH Form (Optional)

**Step 3.** Gather documents to be scanned and uploaded to a secure on-line dropbox. All documents must be submitted by **March 7, 2022** (with the exception of medical documents which must be received before the start of school).

- **Proof of Residency:** An occupancy permit, issued by the city of Maplewood OR Richmond Heights, which lists the student(s) and at least (1) parent/guardian.
- **Birth Certificate**
- **Parent/Guardian Photo ID:** Only (1) parent/guardian ID is required. At least one of the parent(s)/legal guardian(s) must be an MRH resident.
- **Completed & Saved MRH District Enrollment Form** (from above).
- **Tuition Forms:** Tuition Agreement Form, Returned Check Policy and ACH Form (from above).
- **Immunization record.** All immunizations need to be completed before the start of the school year.
- **Most recent physical examination:** Child's most recent physical/well-child statement is required before the start of the school year. Please note that pediatricians often include a Well-Child statement along with the annual physical examination and immunization report. If your child's doctor does not provide a well-child statement, please feel free to download this document as an option and take it to your child's pediatrician: **Child Medical**

## Examination Report

### **If applicable and available, please upload the following documents:**

- Asthma action plan from your child's physician (must be updated annually).
- Food allergy plan from your child's physician (must be updated annually).
- IEP (Individualized Education Plan), for special education services
- 504 Plan, if your student has accommodations due to health concerns

**Step 4.** Prepare and upload all of the documents into our secure drop box system. You will find the link to the Dropbox on the MRH ECC Preschool Registration and Enrollment page (**click here**). Each document, including the completed enrollment form, should be downloaded and saved on your device as a pdf or jpeg file. Each document should be labeled with your student's name (eg. Doe, Jane\_Immunizations, Doe, Jane Enrollment Form etc.).

### **Upload the documents into our drop box system:**

Here is a video tutorial on uploading documents:

### **Uploading enrollment forms to the Drop Box**

### **After completing the aforementioned steps, what's next?**

You will be notified by **Friday, March 11th, 2022** to verify your child's registration status and placement. Once your student is placed in a classroom you will receive instructions on registering your child into our student information system (PowerSchool).

You will also receive instructions on how to pay the \$40.00 Registration Fee

You will be contacted after registration to complete your application for Discover Club if you indicated that it was a need for your family

### **It's registration day and I need help, who do I contact?**

Call Colleen Hogan (314-378-7145) or Sara Patterson (314-575-2974) or Peggy Russell (314-256-4550)

PAT email: **[parentsasteachers@mrhschools.net](mailto:parentsasteachers@mrhschools.net)**

## ABOUT US

Please do not hesitate to reach out with any questions or inquiries regarding the program and we will be in touch with you as soon as possible. We are looking forward to growing our PAT program with families just like YOURS!

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