

February 7, 2022

Child's Name: \_\_\_\_\_

Current Class: \_\_\_\_\_

2022-23 Class Selection: \_\_\_\_\_

**Cornerstone UMC Preschool Enrollment Checklist:**

\_\_\_\_\_ 1. Setup your new Procure Parent Engagement account. Your invitation will be sent through email. This software will be used to complete preschool paperwork online. Follow instructions in the email, but our suggestion is to select the option to install software on the WEB first, then download the Procure Engagement App from the App Store on your phone or Ipad afterwards.

\_\_\_\_\_ 2. Preschool forms will be emailed to you after your Procure Engagement account is set up. Please utilize Parent Engagement to complete the forms and return to the preschool. You will receive an email for each form.

1. Registration Agreement Contract
2. Child Medical Information
3. Confidential Information Child Form
4. Emergency Form

**\*\*\* See Note on back of page for more information.**

\_\_\_\_\_ 3. Doctor Examination form (attached here) Your child's doctor must sign. Return this form and a current copy of your child's immunizations to the preschool by May 2, 2022.

\_\_\_\_\_ 4. Preschool Fees are due May 2, 2022 to secure your child's enrollment for the 2022-2023 school year. Fees will be added to your myprocure.com account the last week of April.

**You will need to pay a supply fee and May 2023 Deposit:**

**Supply Fee:**

2 day class:	\$90.00
3 day class:	\$135.00
4 day class:	\$180.00
5 day class:	\$225.00

**May 2023 Tuition Deposit:**

2 day class:	\$260.00
3 day class:	\$355.00
4 day class:	\$395.00
5 day class:	\$440.00

**Any questions, please email or contact the preschool office.**

**\*\*\*Note:**

You have heard us talk about Procure Parent Engagement and now we are going to start using this software to email your 2022-23 school forms to you electronically for you to complete. The email will come from Procure and will reference a document signature. This is going to eliminate the printing and scanning step that we went through last year. Here are a few tips to help you navigate the process:

1. It's much easier to fill out these forms from a bigger screen such as laptop, desktop or I Pad. It is harder to do from a phone.
2. To enter TEXT you need to be in the ANNOTATE tab and select the big "T". This will allow you to click on a field and start typing your text.
3. To enter YOUR SIGNATURE you need to be in the INSERT tab and select "Add New Signature". Select Type or Draw and Create your signature. You can then drop this in the appropriate place.

You can find detailed instructions on how to complete these documents on [cornerstoneumcpreschool.com](http://cornerstoneumcpreschool.com) under the tab for 2022-23 Registration Information or call the preschool office for additional help.