



Registration Process for Preschool 2019-20

Step 1: Submit Information form along with registration fee.

Step 2: **New Students**-Complete online registration form, follow steps below. **Returning students**-make any changes to your registration form and return with other paper work.

Go to the school website <http://ocsgaylord.org>

Click on the "Programs" tab

Click on the link "**Online Registration Form**"

Complete all the fields and then click "SUBMIT" when finished.

Step 3: Turn your completed Registration Packet to the school office.

- Submit Child Information Record (white card) (ALL boxes must be filled in)
- Submit copy of the student's Birth Certificate (new students only)
- Submit copy of the student's Immunization Record, or a signed waiver
- Submit copy of the student's Health Appraisal (**w/ doctor signature**)
- Submit the "Consent for medical treatment" form

Signatures Required for Preschool

- Signature Packet
 - Health Policy
 - Preschool Parent Handbook
 - Licensing Notebook
 - Photo Release Form

See Lani Lyttle in the school office for the following:

- Tuition Contract
- Enroll in the FACTS payment system (unless paid in full up front)

These paperwork items are available at the school office, or on the school website:

<http://ocsgaylord.org>

All of this must be completed before your child can start school.