

## **Cornerstone Preschool New Family Registration**

Registration for families new to the preschool will begin online on February 14<sup>th</sup> at 10 a.m. **Please read the checkpoints below to help ensure you are prepared for registration.**

- ◆ **FIRST STEP:** On February 14<sup>th</sup> at 10 a.m. go to the preschool website (cornerstonegmcpreschool.com) and click “**2023-2024 Registration Information.**” Scroll down to the bottom of the screen and click on the “**New Family Registration**” button. This will walk you through the first part of registration. You will need to enter your email address and setup a password. This **FIRST STEP** will ask basic information about you and your child and what you are wanting to register for. This will be submitted to the preschool for review. If we have room in our program for your child, you will be sent an email for you to complete the 2nd step of registration. If your first choice class is not available, you will be contacted to select a second choice.
- ◆ **SECOND STEP:** Once you have received email notification to complete the second step of registration, you will return to the preschool website and select the “**Current Family Re Registration**” button. From your myprocare.com account, you should see an **Alerts box with Registrations are available**. Click the “**View**” button and then the “**Begin re-registrations**” button. You will be walked through a series of questions to complete our registration process. You will be required to pay a registration fee online as part of the registration process.
- ◆ We place children in classes by their birthday. September 1<sup>st</sup> is the cut-off date for each age group.
- ◆ **THIRD STEP:** When your registration is accepted at the school, the third step is to complete school forms and pay your final fees by May 3, 2023. Forms can be completed and returned through our Parent Engagement software anytime before May 3, 2023. You will be receiving an invitation through email to create a Procure Engagement account. Once we see you have created an account, we will email you the forms to fill out. The emails will come from Procure and will reference a document signature. You will get an email for each form to complete.
  1. Registration Agreement Contract
  2. Child Medical Information
  3. Confidential Information Child Form
  4. Emergency Form

\*Complete instructions on how to fill out a form can be found on our website under the 2023-24 Registration Information section, but below are some quick tips that you can reference.

1. To setup your Parent Engagement account follow the instructions in the email. It is our recommendation that you install the WEB option on your laptop/computer and then download the App from the App Store on your phone. It's much easier to fill out these forms from a big screen such as laptop, desktop or I Pad. It is hard to do from a phone.

# Cornerstone Preschool New Family Registration Continued

## THIRD STEP Continued:

2. To enter TEXT on a form 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 on a form 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.
- ◆ The **Doctor Examination Form**, included with this packet, requires a doctor's signature. Return this form and a copy of your child's current immunizations to the preschool by May 3, 2023.
  - ◆ **You will need to pay a supply fee and May 2024 Deposit by May 3, 2023. This fee will be added to your myprocare.com account the last week of April. You may pay your fees from myprocare.com or your Parent Engagement app. If you would like to setup autopayment processing for the Fall semester, you may print the form from our website and turn into the office. The form is located under Parent Resources—Additional School Information.**

### Supply Fee:

2 day class: \$100.00  
3 day class: \$150.00  
4 day class: \$200.00  
5 day class: \$250.00

### May 2024 Tuition Deposit:

2 day class: \$270.00  
3 day class: \$365.00  
4 day class: \$415.00  
5 day class: \$460.00

**Please email or contact the preschool office with any questions.**

**NOTE:** You are not enrolled in our program until you complete the "New Family" and "Registration" steps and pay your registration fee.

# DOCTOR EXAMINATION STATEMENT

Please have your doctor complete and sign below.

Cornerstone Preschool  
18081 West Rd. Houston, TX 77095  
OFFICE: 281-859-1612 FAX: 281-859-4567

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

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## HEARING/VISION SCREENING – ALL 4 & 5 year old's

Required by State Licensing to be completed within 120 days after school begins.

Hearing \_\_\_\_\_ Date: \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Hz 250 500 1000 2000 4000 6000

R \_\_\_\_\_ L \_\_\_\_\_

PASS \_\_\_\_\_ FAIL \_\_\_\_\_

Vision \_\_\_\_\_ Date: \_\_\_\_\_ Physician's Signature \_\_\_\_\_

R 20/ \_\_\_\_\_ L 20/ \_\_\_\_\_

PASS \_\_\_\_\_ FAIL \_\_\_\_\_

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## EXAMINATION STATEMENT (Required by State Licensing for all students)

\_\_\_\_\_ has been examined by me and is physically able to participate in a daycare program.

\_\_\_\_\_  
*PHYSICIAN'S SIGNATURE - REQUIRED*

**Examination date:** \_\_\_\_\_

\_\_\_\_\_  
**Physician's Name, Address and Phone**

**IMMUNIZATION RECORD:** A copy of your child's current immunization record must be provided along with this form.

**Due to preschool May 3, 2023**