



**THE PEMBROKE EARLY LEARNING PROGRAM** is committed to providing a nurturing and secure educational setting for young children and their families. In a safe, age appropriate, engaging environment, children learn and explore as they experience their world. Our play-based program encourages the development of each child's unique potential. The process enhances physical, emotional, social, creative and intellectual growth. Staff, children, and families learn to value diversity and to foster individuality, self-confidence, love of learning and respect for themselves and others.

To learn more about the preschool program offered at Pembroke or to arrange for a personal tour call 248-203-3880 or email Vickie Muir at [VMuir@birmingham.k12.mi.us](mailto:VMuir@birmingham.k12.mi.us) .

**PRESCHOOL OPTIONS AT PEMBROKE:**

**3-YEAR-OLD PRESCHOOL** - Child should be 3 years old by September 1  
Tuesday/Thursday a.m. 8:30 - 11:30 \$1900

**4-YEAR-OLD PRESCHOOL** - Child should be 4 years old by September 1  
Monday/Wednesday/Friday a.m. 8:30 - 11:30 \$2750

**MULTIAGE PRESCHOOL** - Child should be 3 or 4 years old by September 1  
Monday/Wednesday/Friday p.m. 8:30 - 11:30 \$2750

**Registration Fee:** \$100 is due at time of online enrollment and is non-refundable.

Classes are dependent on minimum enrollment

**Tuition Payments:** Payments are made through an online account created at the time of registration. Tuition is divided into 10 equal payments due June and September-May.

**PRIORITY REGISTRATION FOR CURRENTLY ENROLLED BPS ELEMENTARY PRESCHOOL STUDENTS:**

Registration for children currently enrolled at any BPS Elementary Preschool Program (and any younger siblings) begins at 9:00 a.m. on Monday January 14, 2019 and runs through 11:59 p.m. on Friday, January 25, 2019. Priority will be given to current Pembroke Preschool Families. Registrations are accepted in the order received.

Log into your SchoolCareWorks account at <https://connect.schoolcareworks.com/login.jsp>

1. Click on "Registration" at the top of the page.
2. Scroll down to "Available Categories" and click on the Preschool link.
3. Scroll down to the school your child will attend and click to view the program offerings.
4. Choose the preschool program in which you would like to enroll your child by clicking "Enroll."
5. Select your child's name from the drop down at "Select Student."
6. Leave the Start Date blank.
7. Click "Enroll."
8. Read and check the confirmation statements, then click "Confirm and Enroll."
9. Click "Checkout" and pay your registration fee using a credit/debit card or check information.\*\*

\*\*Outstanding tuition balances must be paid prior to registration.



**A WORLD CLASS EDUCATION BEGINS IN A BPS EARLY LEARNING PROGRAM!**

#### TO REGISTER A SIBLING OF A CURRENTLY ENROLLED PRESCHOOL STUDENT:

1. Click on “Personal” at the top of the page.
2. Click on “Child” to “Add New Student.”
3. Enter your child’s name and birth date only. Click on “Save.”
4. Follow the directions above for registering existing preschool child.

#### REGISTRATION FOR NEWLY ENROLLING STUDENTS:

Registration for new families opens at 9:00 a.m. on February 1, 2019. Registrations are accepted in the order received.

The following instructions are for NEW families who do not already have a SchoolCareWorks account.  
(If your family already has a SchoolCareWorks account for Preschool or Kids Club please follow instructions above.)

You will need the following to register: Names, addresses, phone numbers (inc. work), email addresses for both parents and two additional contacts, insurance/medical information, and credit/debit card or check information.

1. Visit the Birmingham Public Schools website at [www.birmingham.k12.mi.us](http://www.birmingham.k12.mi.us) .
2. Under the heading “QUICK LINKS,” choose “SchoolCareWorks Registration.”
3. Scroll down and click on “PRESCHOOL.”
4. Scroll down to the school your child will attend and click to view the program offerings.
5. Choose the preschool program in which you would like to enroll your child by clicking “Enroll.”
6. Enter the required information then click on “Next.” NOTE: “N/A” is not an acceptable entry. Please complete requested information or enter “NONE.”
7. Create a “User ID” and “Password.” Please write down and save for future use.
8. Under “Payment Information” enter your credit/debit card or check information to pay the registration fee.
9. Read and check the confirmation statements then click “Confirm and Enroll.”

Registrations received by midnight on Thursday February 28, 2019 will be given priority in the following order:

- Children who reside within the Pembroke attendance area
- Children who reside within the BPS district
- Children who reside out of the district

Registrations received on or after Monday March 1, 2019 will be accepted on a first come/first served basis based on availability.

You will receive an email receipt and confirmation that your registration application has been received.

CONFIRMATION OF YOUR CHILD’S PRESCHOOL PLACEMENT WILL BE BY PHONE OR EMAIL NO LATER THAN MONDAY MARCH 4, 2019.

#### WITHDRAWAL REFUND POLICY:

June 1 - August 15, 2019 - Half of the June tuition payment refunded.  
After August 15, 2019 - No tuition refund.

FOR ONLINE REGISTRATION ASSISTANCE PLEASE EMAIL  
BPS SCHOOLCARE WORKS SUPPORT AT: [CEBILLER@BIRMINGHAM.K12.MI.US](mailto:CEBILLER@BIRMINGHAM.K12.MI.US) .

[www.birmingham.k12.mi.us/Pembrokepreschool](http://www.birmingham.k12.mi.us/Pembrokepreschool)



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