



THE WEST MAPLE PRESCHOOL 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 programs offered at West Maple, call and arrange a personal tour

at 248-203-5112 or email Autumn Hart at AHart2@birmingham.k12.mi.us.

PRESCHOOL OPTIONS AT WEST MAPLE:

♥ **3-YEAR-OLD HALF DAY PRESCHOOL**-Child should be 3 years old by September 1
Tuesday/Thursday am. 8:35-11:35 \$1850

♥ **4-YEAR-OLD HALF DAY PRESCHOOL**-Child should be 4 years old by September 1
Monday/Wednesday/Friday am. 8:35-11:35 \$2700

♥ **4-YEAR-OLD FULL DAY PRESCHOOL** - Child should be 4 years old by September 1
Monday/Wednesday/Friday p.m. 8:35-3:35 \$5925

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

Tuition Payments: Will be made through your online SchoolCareWorks account.

Tuition is divided into 10 equal payments, due June and September-May. Credit cards and electronic checks are the accepted methods of payment. You also have the option of setting up an AutoPay feature on your account.

A late fee of \$15 will be assessed to your account if your payment is made after the first of each month.

PRIORITY REGISTRATION FOR CURRENTLY ENROLLED STUDENTS:

Registration for children currently enrolled at any BPS Elementary Early Learning Program (any younger siblings) begins at 9:00 am. on Monday January 16, 2017 and runs through 11:59 pm. Friday, January 27, 2017.

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.**

**If you have an outstanding tuition balance, you will need to pay it before you register.



A WORLD CLASS EDUCATION BEGINS IN A BPS EARLY LEARNING PROGRAM

TO REGISTER A SIBLING OF A CURRENTLY ENROLLED EARLY LEARNING PROGRAM 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 9:00am. February 1, 2017.

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

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

1. Log into the Birmingham Public Schools website at www.birminghamk12mi.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 Early Learning Program in which you would like to enroll your child by clicking “Enroll.”
6. NOTE: “N/A” is not an acceptable entry, please complete requested information or enter “NONE.” Enter the required information, and then click on “Next.”
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 your registration fee
9. Read and check the confirmation statements, then click “Confirm and Enroll.”

Registrations received by midnight on February 28, 2017 will be given priority in the following order:

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

Registrations received on or after March 1, 2017 will be taken 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 EARLY LEARNING PROGRAM PLACEMENT WILL BE BY PHONE OR EMAIL NO LATER THAN FRIDAY MARCH 3, 2017

WITHDRAWAL REFUND POLICY:

June 1-August 15 2017-Half of the June tuition payment refunded.
After August 15, 2017-No tuition refund.

FOR ONLINE REGISTRATION ASSISTANCE PLEASE EMAIL
CEBILLER@BIRMINGHAMK12MI.US FOR HELP.