

Bright Beginnings Preschool Parent Checklist for Enrollment



Updated June 2023

Here's a checklist of requirements for starting BBP this Fall...

1. Fill out the **registration/ family information** online form here: <https://forms.gle/wGQuwahWe8arm4Ec8> (one per student attending BBP)
2. Check your **Procare profile** and make sure all personal information is updated and correct (birthdays, cell numbers, email address, authorized pick up people, etc...)
3. Update pictures in your **Procare profile**. Both for your child(ren) and for both parents. (Click on your name under Parents or Guardians, click the camera icon on the profile pix on top and add picture.)
4. Obtain your child's current **immunization records**. Either print them to bring to Meet The Teacher on August 31st, or upload it as a Document directly into your Procare account.
5. Obtain a **letter from your child's Pediatrician** stating that they have been seen in the last year, are free from communicable disease, and able to attend preschool. Most Dr's are used to doing these letters and will have exactly what you need. You can bring this printed letter to Meet The Teacher, or upload the Document to your Procare account.
6. Purchase **school supplies** to be brought to Meet The Teacher on August 31st.
7. Read through the **Parents' Handbook (Policies and Procedures)** that is available on our website under Parent Forms, and will also be uploaded to your Procare via Documents. You are required to read this document and sign and date the last page. I will send a more detailed email about how to read and sign documents through Procare in the next few weeks.
8. **Set up your billing account** in your Procare app. You can set up a Debit card/ Credit card/ or ACH account for payments. If you will remember, *first and last month's tuition is due on September 1st*. The sooner you can get your billing set up, the sooner I can get invoices uploaded so you know exactly where your account stands. Invoices will be available beginning in August to pay for May's tuition. (so, for example you will see an invoice in your account for May tuition and for September tuition. If you would like to go ahead and pay May's tuition in August that will be available to you.) ALL tuition billing will go through Procare, no cash or checks will be accepted for tuition payments.
9. **Ask any questions** that you can think of. I promise nothing is too tiny or dumb to ask when it comes to our kids! Questions never bother me.