

Adventures In Learning Preschool



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We are so excited to have your child enrolled in our program!!

We are using a new tool this year for paperwork, tuition tracking, etc. (I don't even know all its capabilities yet).

Please follow the next steps to get your child registered in the software:

- Go to the preschool website (www.adventuresinlearningpreschool.net)
- Find the Enrollment tab – and click the buttons that tells you to register. This will open up a window asking you to put in your email address.
- Click on the link that you receive in your email to register at a site called iCare

Some important information as you register:

| | | |
|------------|------------------|--|
| PERSONAL | Last Name * | Doe |
| | First Name * | Jane |
| | Birth Date * | 05/23/2018 |
| | Gender * | Female |
| ENROLLMENT | Site * | Adventures In Learning Preschool LLC (1) |
| | Age-Based Room * | Morning |
| | Start Date * | 09/08/2021 |
| | Program Type | Select |
| | Enrollment Type | Select |

Where it asks for *Age Based Room* just select whether your child is in the morning or afternoon class

Put your child's start date as September 8th, 2021 (even if the actual start date is the 9th)

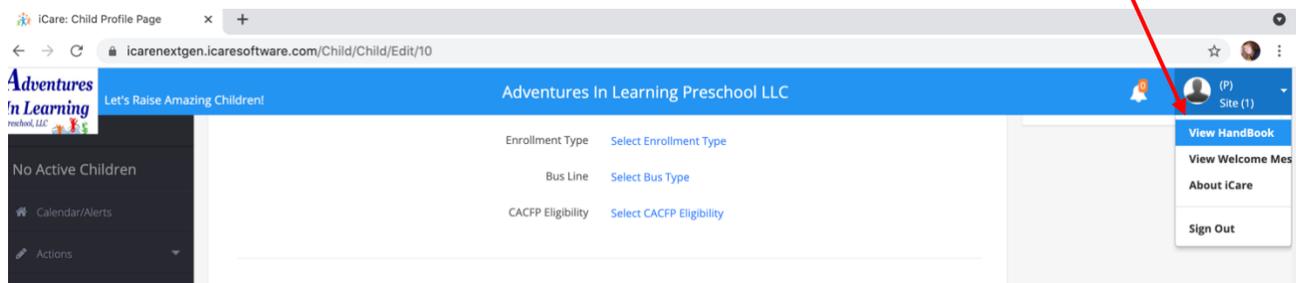
You don't need to select anything for Program Type or Enrollment Type

- After you complete this it'll prompt you to put in the primary contact person's information.
- After the primary contact is in you can put in more contacts. Put in as many people as you need, for example if grandma or a nanny will be doing some drop-off and pick-up from time to time, put them down.

User-defined fields

Add another contact Add sibling Done

- After you are done adding all the contacts you will see our personal message screen. It will tell you to read the Parent Handbook. Below is a picture for how to get to the Parent Handbook on the iCare site.



It'll be best to download the Handbook to read it, the print on the screen is pretty small. You must read this to be able to fully complete the next part of enrollment.

- After you have read the handbook you'll need to complete all of the enrollment paperwork (**returning families: I already have this paperwork for your child and once you create the account I will upload the copies that I have, so don't worry about this part unless I ask for a specific form**).

| ELECTRONIC DOCUMENTS ⓘ | | | |
|--|-------------------------------------|------------------------------------|------------|
| Certificate of Immunization Status (CIS) | Download blank form | Upload Filled Form | Incomplete |
| Emergency Information Sheet | Download blank form | Upload Filled Form | Incomplete |
| MediaConsent | Download blank form | Upload Filled Form | Incomplete |
| Parent Handbook Agreement | Download blank form | Upload Filled Form | Incomplete |
| | Instructions: null | | |
| Registration Form | Download blank form | Upload Filled Form | Incomplete |
| Child Information Form | Download blank form | Upload Filled Form | Incomplete |

- I highly recommend you do this part of the registration on a computer. You will have to download each blank form, type the information in then save it to your computer. After you have saved it you can come back to the site and upload it. Once it's uploaded the "incomplete" will change to "complete".
 - The only form that you won't be able to type in is the immunization form, because I didn't create this form so it's not fillable. You'll have to print this one and fill it out, then scan and upload it. Or better yet, some doctor's offices will have this form prefilled out for you and they will email it to you. However, I must have this form. DCYF won't accept just a regular print out of immunizations unless it's accompanied by this form.
 - A couple of forms need signatures, don't worry about that now, I will have to print the forms for DCYF, when I do I will have you sign my copy.
 - All of this paperwork does not have to be done all at once, you can return to it later when it's convenient for you!

- When I receive notice that you have registered I will be able to approve you, then your billing information will be added. This is a new software for us so I haven't learned about how the billing part works yet. Let's just say to be continued...

If you have any questions about any of this (I know it's a lot) please don't hesitate to call text or email me!!

Thanks!

Caileen