



Dear Preschool Families,

We are excited that you have chosen Kalamazoo Christian Schools for your child's(ren) school experience. Included in this packet are a few documents that will help guide you through the process of enrolling your child in our preschool. Enclosed is the information document that explains more about our preschool and classes choices, the class selection form, and the registration form. Please complete all the information on the Class Selection and Registration forms and return to any office with your registration fee of \$100. Your child will be on the class list once we receive the two forms (class selection and registration form) and the registration fee. The final step of registration is setting up your FACTS account for your tuition payments. Setting up your FACTS account needs to be done starting June 1 and no later than July 15. Be sure to select the correct school year when setting up your FACTS account. You will need your checking or a savings account and routing number to set up your automatic payments.

We encourage you to participate in the Tuition Reduction Incentive Program (T.R.I.P.) program to earn tuition credits for your account. You can call or email the Association Office for more information on the TRIP program. Your account number is for both tuition and for participating in the TRIP program. Please contact the Association office to receive your account number (269-381-2044).

If you have children in kindergarten through 12th grade and are enrolling a preschooler, you will receive a registration contract from the Association office. Your preschool child will be included on the registration contract with your older child(ren) and preschool tuition can be included on that payment plan. We ask that you would return the registration form included in this packet and also return the registration contract you receive in the mail by the due date.

The Enrollment Process:

- 1) Complete the Class Selection form and the Registration Form.
- 2) Send completed forms with the registration fee to the Association office.
- 3) If you do not get your first choice class, you will be notified. In the spring you will receive a confirmation by email from Kalamazoo Christian indicating which class your child has been placed in.
- 4) Starting June 1 and no later than July 15, set up your FACTS account for tuition payment.
- 5) Once your FACTS account is set up, the business office will load your tuition information into FACTS (no later than July 30). You will receive a notice (by email) from FACTS when your payments will start and the amount your payment will be, according to the payment plan selected.
- 6) Once all the above steps are completed, your child's place in class is secured.
- 7) During the summer you will receive an email which will include the teacher welcome letter and necessary forms for preschool. Preschool health form and child information card are to be returned to your child's teacher, Central Registry Clearance letter and Criminal Background check document need to be turned in to the Association office.

If you have preschool questions, please contact the Elementary Office (269-544-2332), if you have tuition and payment questions, please contact the Association Office (269-381-2044).

In Christ's Service,

Marc Verkaik

Principal, Kalamazoo Christian Pre-4th Grade