



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 per child. Your child will be on the class list once we receive the two forms (class selection and registration form) and the registration fee. To complete the registration process, you will receive an email from the Association office with instructions on how to complete the process. Soon after the email from KCSA you will receive an email e-vite from FACTS instructing you to set up your payment plan.

We encourage you to participate in the Tuition Reduction Incentive Program (T.R.I.P.) program to earn tuition credits for your account. Please 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 commitment form 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 the payment plan for your K-12 children. We ask that you would return the registration form included in this packet and also return the registration commitment form 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 by the Elementary Office.
- 4) You will receive an email from the KCS Association with instructions to complete the registration process. Soon after the email from KCSA you will receive an email e-vite from FACTS requiring you to set up your payment plan. You will need your banking account number and routing number.
- 5) 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 form (with a picture ID) 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