



Preschool Application and Enrollment Information and Checklist

Thank you for applying to Crown of Life Preschool. Here is a checklist that will walk you through the application and enrollment process. Please fill out the forms carefully and gather necessary documentation. You may either print and return the forms to the preschool office or send the completed form via email preschool@crownoflifechurch.com. The director will then arrange a mutually convenient time to meet, sign and date the documents in order to complete the process. It is as easy as 1, 2, 3!

STEP 1: Schedule a Visit

- For new families – please call to 248 652-7720 to schedule a tour. Generally, you may also visit the preschool on “Walk in Wednesdays” (1pm-3pm) (Some exceptions for holidays/scheduled breaks).
- For re-enrolling families – you are always welcome to schedule a tour of your child’s prospective classroom and meet the teacher as appropriate.

STEP 2: Apply/Re-enroll Online

- Submit New Family Application /Returning Family Re-enrollment Form on our website.
- You should receive an email confirmation. The application will be processed and you will be notified by the Director of the success of your application within 5 business days. In order to secure your place, the payment of the registration fee is required within 10 days of receiving your acceptance letter.

STEP 3: Complete Enrollment Packet

- Upon acceptance of your application or re-enrollment, you should then complete the enrollment packet. Except as noted below, all information is due by June 1st. See the next page for a detailed checklist.



Enrollment Forms Checklist

- 1-200 COL Early Enrollment Agreement (if applicable –the Director will notify you if this applies)
- 1-300 COL Tuition Schedule and corresponding tuition payment. (First Payment DUE no later than June 1st)
- Birth Certificate (Preschool office will make a copy from original. Not required for re-enrolling families)
- 2-100 COL Handbook Receipt and Agreement
- 2-200 COL Snack Policy Agreement
- 2-300 COL Video Audio Photo Form
- 2-400 COL Child Abuse Neglect
- 2- 500 COL Risk Management Form Risk Management
- 3-100 COL Student Supplies
- 3-200 COL Spirit Wear Form (optional)
- 4-100 Parent Notification of Licensing Notebook BCAL-5053_12_15_fillable_509248_7LARA Licensing Rules Notification (See link here) http://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf
- 4-300 Child Information Record
- Immunization Record per your doctor’s office (DUE by August 1st). See 4-400 Required Shots parent-ver-sch-0-6yrs-bw.
- 4-500 Health Appraisal BCAL-3305_09_10_336837_7Health Appraisal (must be DATED after June 1st)
- 4-700 Food-Allergy-Action-Plan (if needed)
- 4-800 Medication BCAL-1243_8_15_fillable_2_498629_7 (if needed)

This packet must be completed prior to your child’s start date. With the exception of the medical forms (dates noted above), the enrollment package along with the registration fee must be submitted within 10 days of your child’s acceptance letter or before the 1st day of school (whichever happens first).

Thank you for your cooperation and for choosing Crown of Life Preschool!