



Children's Center

Enrollment Process

1. **Schedule a visit**, please visit us at: <http://www.abckidsrb.com/home/preschool-tour-abc>. To the right you will see a pink bubble that says "Book now". This will display dates and times you may choose from!
2. **During the visit**, feel free to bring your family and your child and ask any questions you may have. We will chat with you and answer any questions you have.
3. **After your visit: you will be given a pre - registration document.**
This can also be found on our website: <http://www.abckidsrb.com/home/preschool-enrollment>
This completed form and a registration fee of \$175/- will place your child's name on our attendance sheet and save a spot for him/her. Registration fees are good for 6 months.
4. **Registration Process:** With the registration form + Registration fees, the start date, program details and important contact information are entered into ABC System. Each Registration packet is then given for each child.
5. **Completed registration packet + semimonthly deposit needed** before or the day of your start date. Tuition Express is ABC's online payment processing system. ABC uses a Learning Genie App for communication between the teachers and parents. ABC office will set it up and provide you with an access code.
6. **Transition Process:** If possible, sometime before your child begins school, come in with your child for a play date. This gives you time to observe and it gives your child time to explore while you are there.
7. On the **start date**, we request the child to be brought in between 8:30 - 9:15 am.
8. **The first week** is going to be new for your child hence we recommend picking them up early if possible.
9. It normally takes any child, at least 2-3 weeks before they are settled in. Please make drop - offs and pick - ups a quick short positive process. It will help your child transition to a school program with ease.
10. If you have any questions and need any assistance email: office@abckidsrb.com

Thank you, The ABC staff