



THE BIRMINGHAM PUBLIC SCHOOLS EARLY LEARNING PROGRAM is committed to providing a nurturing and secure educational setting for young children and their families. In a safe, age appropriate, engaging environment, children learn and explore as they experience their world. Our High Scope play-based program encourages the development of each child's unique potential. The process enhances physical, emotional, social, creative and intellectual growth. Staff, children, and families learn to value diversity and to foster individuality, self-confidence, love of learning and respect for themselves and others.

To learn more about the preschool program offered at West Maple Elementary, please contact Mitzi Varda, Community School Organizer, at 248.203.5112 or mvarda@birmingham.k12.mi.us.

2023-24 PRESCHOOL OPTIONS AT WEST MAPLE ELEMENTARY:

3-YEAR-OLD PRESCHOOL: Child should be 3 years old by September 1, 2023
Tuesday/Thursday AM 9:00 AM to 12:30 PM \$235/month

4-YEAR-OLD PRESCHOOL: Child should be 4 years old by September 1, 2023
Monday - Friday AM 9:00 AM to 12:30 PM \$570/month
Monday/Wednesday/Friday Full Day 9:00 AM to 3:30 PM \$635/month

A Non-Refundable Registration Fee: \$150 is due at the time of online enrollment. Classes are dependent on minimum enrollment. This fee is not a deposit and is used to cover expenses associated with registration of students into the program.

Tuition Payments: Payments are made through an online account created at the time of registration. Tuition is divided into 10 equal payments beginning August 1, 2023 through April 1, 2024.

PRIORITY REGISTRATION FOR CURRENTLY ENROLLED BPS ELEMENTARY PRESCHOOL STUDENTS:

Registration for children currently enrolled at any BPS Elementary Preschool Program (and any younger siblings) begins at 9:00am, January 10, 2023 and is open through 11:59pm, January 16, 2023. **Priority will be given to current BPS Elementary Preschool Families.** Registrations are accepted in the order received.

PRIORITY REGISTRATION FOR CURRENTLY ENROLLED BPS ELEMENTARY PRESCHOOL STUDENTS:

Log into your SchoolCareWorks

account: <https://connect.schoolcareworks.com/login.jsp>

1. Click on "Registration" at the top of the page.
2. Scroll down to "Available Categories" and click on the Preschool link.
3. Scroll to find the school your child will attend and click to view the program offerings.
4. Choose the preschool program in which you would like to enroll your child by clicking "Enroll."
5. Select your child's name from the drop down at "Select Student."
6. Leave the "Start Date" blank.
7. Click "Enroll."
8. Read and check the confirmation statements, then click "Confirm and Enroll."
9. Click "Checkout" and submit your registration fee using a credit/debit card or check information. **

**Outstanding tuition balances must be paid prior to registration.

TO REGISTER A SIBLING OF A CURRENTLY ENROLLED ELEMENTARY PRESCHOOL STUDENT

1. Click on "Personal" at the top of the page.
2. Click on "Child" to "Add New Student."
3. Enter your child's name and birth date only. Click on "Save."
4. Follow the directions above for registering an existing preschool child.

REGISTRATION FOR NEWLY ENROLLING STUDENTS is open at 9:00am, January 17, 2023 through 11:59pm, January 30, 2023. Registrations are accepted in the order received and will be given priority in the following order:

- Children who reside within the West Maple attendance area
- Children who reside within the Birmingham Public School District (BPS)
- Children who reside outside the BPS attendance area

The following instructions are for NEW families who do not already have a SchoolCareWorks account. If your family already has a SchoolCareWorks account for Preschool or Kids Club, please follow the instructions above.

You need the following to register: Names, addresses, phone numbers, email addresses for both parents and two additional contacts, insurance/medical information, and credit/debit card or checking information.

1. Visit https://www.daycareworks.com/reg_birmingham/start_registration.jsp
2. Scroll down and click on "Click to View Offerings."
3. Scroll to find the school your child will attend and click to view the program offerings. West Maple is the last school listed.
4. Choose the preschool program in which you would like to enroll your child by clicking "Enroll."
5. Enter the required information then click on "Next." **NOTE: "N/A" is not an acceptable entry.** Please complete requested information or enter "NONE."
6. Create a "User ID" and "Password." **Please write down and save for future use.**
7. Under "Payment Information" enter your credit/debit card or check information and submit the registration fee.
8. Read and check the confirmation statements, then click "Confirm and Enroll."

Registrations received on or after January 31, 2023 will be accepted on a first come/first served basis based on availability. You will receive an email receipt and confirmation that your registration application has been received.

WITHDRAWAL REFUND POLICY: 30-day written notice of withdrawal is required. There are no refunds of registration fee or tuition already submitted.

**FOR ONLINE REGISTRATION ASSISTANCE PLEASE
EMAIL CEBILLER@BIRMINGHAM.K12.MI.US**