



REGISTRATION NOW OPEN!

SUMMER PROGRAM AND 2018/19 SCHOOL YEAR

We are excited to introduce our new Registration Software! Please use this link

<https://kinderstubepreschool.communityroot.com> to create a parent account and sign up for our Kinderstube Summer Program (June-August) and/or for our next 2018/19 School Year Program (September-May)!

Options to choose from:

1. If your child would like to attend during the summer, please create a parent account, add a student name and register for the 2018 Summer Program.
2. If your child will NOT attend in the summer, but would like to attend in the Fall, please create a parent account, add a student name and register for the 2018/19 School Year Program.
3. If your child would like to attend the Summer AND Fall program, you can register for both programs in the same transaction.

How to create a parent account:

1. Use the above link. When prompted: "Don't have an account yet?" click "SIGN UP!"
2. Complete all info and create a password. You can then sign in by using your email as the user name and by entering your password. This is now your very own parent portal.
3. Add any children you wish to enroll in Kinderstube by using the "ADD NEW STUDENT" button.

How to register for programs:

1. Select students to enroll: Click on the child's name that you wish to register. DO NOT click your own name as we do not offer adult programs in Kinderstube. Then click "SUBMIT AND CONTINUE".
2. **NOTE: PROGRAM TITLES SAY: "WAITLIST ONLY".** ALL STUDENTS WILL BE PUT ON A "WAITLIST" BEFORE BEING APPROVED FOR THE PROGRAM. WAITLIST DOES NOT MEAN THIS PROGRAM IS FULL, BUT MEANS THAT FINAL CONFIRMATION IS PENDING. Since we have only a certain number of open spots per weekday, we will place students on the desired weekdays in the order of their waitlist request, and will send an enrollment confirmation once that space is confirmed.
3. When you get to our program selection page you will find a long list of all enrollment options, such as full days, mornings, afternoons, etc. Use the location, program and category filters to help narrow down your search. All program options are also divided into 2018 Summer Program or 2018/19 School Year Program. You can click and choose more than one option, i.e. signing up for Summer and next Fall.
4. **To select a program,** click on the circle to the left of the corresponding program. Note the different Summer and Fall options when choosing! They look very alike! Once you have clicked on the desired program you will see the weekday options appear. Choose your desired week days. Once you're finished selecting programs and desired week days, click the "SUBMIT AND CONTINUE" button.
5. **Different schedules? No Problem:** For the Summer and upcoming Fall enrollment, you can choose a different enrollment schedule if you wish. Example: part time for Summer, full time for Fall. Then click "SUBMIT AND CONTINUE".

Calendar:

You will now see your selected programs in a calendar view, including all special Kinderstube holidays and closing dates. Then click "SUBMIT AND CONTINUE".

Sibling Discounts:

Select the discount if you have two children in the program at the same time. Then click "SUBMIT AND CONTINUE".

Registration Form:

Click on the Kinderstube Registration Form and complete all required fields (for 2018/19 school year only).

You will NOT need to complete this if you register for Summer Program only.

You will be needing information handy such as: Emergency contact person info, Physician and Dentist info. This information needs to be on file at Kinderstube for each consecutive school year. For all future school years this form will remain on file and will allow you to simply and conveniently edit the existing information in future years.

Summary and Billing

Please leave "recurring billing enabled", since we will bill you in monthly recurring increments. If you disable this field by clicking on it, you will be prompted to pay for all services in one lump sum up front. Please double check your selection. If applicable: "Remove" any programs at this point that you don't wish to register for any longer. Then click "SUBMIT AND CONTINUE".

Select a payment method

1. Pay "offline" with Check/Cash/Other
2. For credit or debit card payment option: Add New Payment method and complete all fields.
NOTE: We do not accept American Express cards!
3. Click CONFIRM AND SUBMIT.

Acceptance into the program

Once your child is accepted into the program, you will receive an automated email stating:
Congratulations! You have been moved off the waitlist!

Each new registration requires a **\$50.00 registration fee** and a **\$200.00 refundable security deposit**. These fees will only be charged to your credit card if you are accepted into the Program. The security deposit will be refunded after your son/daughter's enrollment at Kinderstube ends.

Finished!

You have now completed our online registration. You will receive an email shortly regarding your acceptance into the program. Your credit card will NOT be charged for tuition until one month prior to program start.

