



## Preschool Registration Instructions 2021-2022

We are excited that your child will be joining Burke Presbyterian Church Preschool for the 2021-2022 school year! We encourage you to take advantage of our online registration option this year. Due to the COVID-19 pandemic, our building is currently closed and staff are working remotely at this time. Online registration will allow you to quickly secure your child's spot in our program.

You may also register your child with a paper registration form and check via mail. However please note that we cannot guarantee your child's spot until your registration form and payment are received.

Registration instructions are outlined below. If you have any questions about the process, please contact the Preschool Office Manager (Lori Schmoyer) at [Lori@BurkePresChurch.org](mailto:Lori@BurkePresChurch.org), and she will be happy to assist you.

### **Online Registration:**

1. Download and complete the appropriate registration form from our website (<http://burkeprespreschool.org/forms/>). Please note on the registration form that you plan to pay the \$75 registration fee online.
2. Email a scanned copy of your registration form to [Lori@BurkePresChurch.org](mailto:Lori@BurkePresChurch.org).
3. After your form is received, we will add you to our system and contact you when you can make your online payment.
4. Follow instructions (attached) to create your free MyProcare account. Signing up is quick and easy.
5. Make your secure payment. *(Please note there is a 3% processing fee for all online payments.)* Once your payment is received, you have successfully secured your child's spot in our program.

### **Paper Registration:**

1. Download and print the appropriate registration form from our website (<http://burkeprespreschool.org/forms/>).
2. Mail your completed registration form and check for the \$75 registration fee to:  
Burke Presbyterian Church Preschool  
ATTN: Lori Schmoyer  
5690 Oak Leather Drive  
Burke, VA 22015
3. **\*\*If you would like to pay via ACH bank draft (no fees), please mail the ACH authorization form (attached) and a voided check to us along with your registration form. We will draft the \$75 registration fee directly from your checking account. *Paying this way also means you will not have to remember to pay tuition throughout the school year or incur late fees for missing a payment. We will automatically draft those amounts from your checking account on the due date.***