



Preschool Registration Instructions 2022-2023

We are excited that your child will be joining Burke Presbyterian Church Preschool for the 2022-2023 school year! We encourage you to take advantage of our online registration. Online registration will allow you to quickly secure your child's spot in your preferred 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 (Nadia Bashir) at Nadia@BurkePresChurch.org and she will be happy to assist you.

Online Registration (pay online by credit card):

1. Download and complete the "Registration Form 2022-2023" from our website (<http://burkeprespreschool.org/forms/>). Please note on the registration form that you plan to pay the \$100 non-refundable registration fee and one month's Advanced Tuition online.
2. Email an electronically completed or scanned copy of your registration form to Nadia@BurkePresChurch.org.
3. After your form is received, we will add you to our system and email you that you are set up to make your online payment.
4. Follow [instructions](#) from our website to create your free MyProcure account. Signing up is quick and easy.
5. Make your secure credit card payment. *(Please note there is a 3% processing fee for all online payments.)* **Once your payment is received, you will have successfully secured your child's spot in our program.**

Paper Registration (mail check or ACH authorization form):

1. Download and print the "Registration Form 2022-2023" from our website (<http://burkeprespreschool.org/forms/>).
2. Mail your completed registration form and check* for the \$100 non-refundable registration fee and one month's Advanced Tuition to:
Burke Presbyterian Church Preschool
ATTN: Nadia Bashir
5690 Oak Leather Drive
Burke, VA 22015

* If you would like to pay via ACH bank draft (no fees), please mail the [ACH authorization form](#) and a voided check to us along with your registration form. We will draft the \$100 registration fee and one month's Advanced Tuition 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 first of the month.*