

How to register online

In order to have a smooth registration experience you will need the following information/items:



- ✓ New complete Financial Agreement
- ✓ New complete Registration Form
- ✓ New complete Addendum
- ✓ Current immunization record
- ✓ Returning clients need parent number
- ✓ Online payment confirmation number
Credit Card (**Registration fee + 1st month tuition if after the 1st**)
- ✓ Name of school child will attend
- ✓ Driver's License/Gov. ID (last 4 digits)
- ✓ Emergency address & phone numbers
- ✓ Insurance, doctor/dentist phone & address

1. Complete each field on all contracts (write N/A for fields that do not apply) Make a payment that includes the registration fee

Full payment is due on the 1st of each month. In the event that you register after the 1st registration + tuition is due at the time of registration. ***Incomplete contracts or non-payment will result in denied contracts.** (Please note if you choose option B: Variable on the financial contract you **must submit August's "Calculation Calendar" by Aug. 4th** and you must guarantee at least three days a week throughout the school year.)

2. Save the completed contract to your desktop & email to:

Giana.capra@rrcc.edu or Nancy.Schneidewind@rrcc.edu

If you register online, please make sure you receive a confirmation email stating your child has been added to the site roster. The Site Manager will email you a calendar of activities and events. Please make a SACC file, as you may need to refer to documents later, update documents or submit a contract change.

3. If you cannot email or fax contracts you may print the registration information and take it to the Site location.

In the event that you take the registration into the site location, please make sure to bring a copy to leave with the Site Manager. Registration payment or online payment confirmation must be proven at the time paperwork is submitted.

Please be sure to read and sign all contracts and the addendum. You may view the family handbook online.

In the event you need further assistance please call: 303-914-6203