

# Rocky Creek Academy

## Steps to Register

### Fall 2018

**1. Read** thoroughly the rate information sheet. Look especially for the class and rate information of the program of your interest.

**2. Complete** all enrollment forms. In the enrollment packet you should have:

- Enrollment Page
- Policy Statement
- Fee Agreement
- Emergency Treatment Release Form
- Emergency Information Form (**to be notarized BEFORE registration**)
- Basic Information
- Health Information
- Student Information Form
- Permission to Photograph Form

**3.** You may register for **your child/children only**. If you arrive early, take note of who comes in after you. So that we may fairly take your registration in the order of your arrival, registration number cards will be available at 10:30. All spots are on a first come basis.

**4.** Please have the packet information completed when you arrive.

- Including current copy of immunization record
- **Emergency information page MUST be notarized**

**5.** Make checks payable **to Rocky Creek Academy**. Must have correct change if paying with cash. \*Classroom openings will not be held without the required non-refundable registration fee and proper paperwork.

**6. Bring** a current copy of your child's immunization records.

**Teacher assignments are made during the summer.**

We will balance class ratios: boys to girls, personality make-up of the class, and recommendations from your child's current teacher before we consider any special requests. \*If you are seeking any special requests for class placement, please submit an email or handwritten documentation explaining your request and reasoning for special assignment.

Thank you for your cooperation in this matter!