



2017-2018 SCP Registration Information

- Paperwork for registration can be found on line, but must be completed by returning paperwork to SCP Administrative Staff beginning April 3rd in the gym narthex.
- There is a different registration process for: **new SCP families** & **returning SCP families**.
- SCP will be available to receive paperwork & begin classroom placements at the following times:
 - **Monday, April 3rd 9:15AM-12PM & 1PM-3PM**
 - **Tuesday, April 4th 9:15AM-12 PM**
 - **Wednesday, April 5th 9:15-12PM & 1PM-3PM**
- To schedule an alternate time to complete your registration contact Gina at ghatcher@uppc.org

New SCP Child:

1. **Complete on line ProCare Parent Portal.**
2. **Complete New Child Registration Application.**
3. **Complete Certificate of Immunization status*.**
4. **Review 2017-2018 SCP Family Handbook.**
5. **Complete signature page.**
6. **Complete Tuition paperwork.**
7. **Beginning April 3rd: All paperwork must be turned in to SCP Administrative Staff to complete your child's registration.**

Returning SCP Child:

1. **Sign up on line for ProCare Parent Portal and review your information.**
2. **Notate any changes to your family and child's information on the Returning Child Information Update Paperwork.**
3. **Complete Certificate of Immunization status*.**
4. **Review 2017-2018 SCP Family Handbook.**
5. **Complete signature page.**
6. **Complete Tuition paperwork.**
7. **Beginning April 3rd: All paperwork must be turned in to SCP Administrative Staff to complete your child's registration.**

***Immunization Policy:** We are required by the state of Washington to have an immunization policy.

Children enrolled at SCP cannot attend school until we have received one of the following documents:

1. **Completed and up to date Certificate of Immunization Status (can be found at sunsetchristianpreschool.com)**
2. **Certificate of Immunization that is not up to date with documentation by a doctor or social worker explaining that the child is on a unique immunization schedule.**
3. **Certificate of Exemption signed by your child's physician. Please note that if there is an outbreak of a contagious disease in our school or community your child may be asked not to attend school at the request of the department of health, with no tuition adjustments.**