

PRESCHOOL REGISTRATION

Welcome to Parkway Preschool. Please follow the steps below to register your child:

1. **Contact the preschool office at 314-415-6970** for information on specific classroom availability in the location of your choice and complete a Class Preference Form. Please be sure to let the office know if you plan to apply for Reduced Tuition. If you apply, you will be asked to produce financial documents to the Preschool Coordinator to determine if you will be eligible for reduced tuition. Once you have selected a classroom and the space availability has been confirmed, **a deposit** is required to hold the spot.
2. **Make an appointment for a free Developmental Screening** at 314-415-6969.
3. **Complete the online registration process** by navigating to the district website www.parkwayschools.net and clicking on Enrolling a Student under Quick Links. **Please be sure to complete all Early Childhood questions** and save your confirmation number.
4. **Make an appointment with the Parkway District Registration Office** at 314-415-9900. You will need to bring the following documents with you to the appointment.
 - Birth certificate issued by the Bureau of Vital Statistics (baptismal/hospital certificate not acceptable)
 - Immunization Records
 - **Two** proofs of parents/guardian's residency. These documents should contain the parent's/guardian's name and address. *(Although residency is not required for Parkway preschool, non-residents rates are different from resident rates)*
 - Deed/sales contract of residence, current real estate tax receipt, mortgage statement or contract to lease/rent **and**
 - One other proof of residency such as: current unpaid utility bill, bank statement, credit card statement, employer's record of address, or governmental acknowledgement of address (i.e., Social Security, welfare, voter registration, etc.) **Driver's license is not accepted.**
 - Custody papers, if applicable. A copy of the section of the dissolution decree (not the petition) which stipulates custody in cases of parent divorce, separation or separate households.
 - Individual Education Plan and Evaluation (IEP) and/or section 504 Accommodation Plan (IAP) and Evaluation (if student has a disability).

Your registration is complete when you have:

- A confirmed space in a preschool classroom
- Paid a deposit
- Completed online registration
- Met with the Parkway registration office to submit the required documentation

Note: If you are registering for the current school year, your child may only attend once the above have been completed.