

**STEP 1 - Complete the Creative Montessori Academy Pre-Enrollment Form online.**

- Your Enrollment Form will include your child's personal information and should be submitted online.

***\*You can upload the proof of birth, immunization records, proof of residency and health appraisal during the online application process. Once you submit the Pre-Enrollment Form, we will contact you about all other documents and to see if you would like an enrollment folder mailed to your home.***

**STEP 2 - Provide the state required documents to complete the enrollment process.**

- Child's proof of age

*A copy of the Student's official birth certificate or other reliable proof must be provided to verify age. Proof of date of birth may be one of the following:*

- Original Birth Certificate
- Affidavit of Parentage
- Hospital Certificate
- Passport
- Baptism or Church Certificate
- Immigration Documents

- Proof of residency

*A copy of the legal guardian's proof of residency may be one of the following:*

- Driver's License
- Utility Bill
- Lease/Rental Agreement
- State ID Card

- Most recent immunization records

*If you choose not to immunize your child, you will need to provide a waiver certificate that can be obtained from your county health department.*

**STEP 3 - Fill Out Forms**

1. Preschool Tuition Agreement
2. Health Appraisal within the last 12 months

**Welcome packet will include information about the daily schedule, snack time, nap time, and other preschool information will be mailed in the summer.**