



Prairie Pals Christian Preschool & Childcare Online Student Registration Instructions

Thank you for Registering your student at Prairie Pals! The following document will walk you through our online Registration form. Please read along as you complete the online form. This document will outline section requirements and includes our policy statements that you will be required to authorize and provide an electronic signature acknowledgement for in the form.

Tab 1: Children

Enter your child's basic info in each field. If you are registering multiple children, you will have the opportunity to complete this page multiple times. Fields marked with an * are required fields.

Allergies Section

If your child has any allergies, please select the appropriate category from the drop down box and add the specific allergy information in the text box to the right in the Allergy Notes box. If your child requires an Epi Pen, please indicate that in the Requirements Section.

Requirements Section

If your child requires an Epi Pen or other specific accommodations, please select from the drop down box and provide any necessary information in the Requirement Notes box. **Please Note:** Children that require an Epi Pen will need to submit an Allergy Action Plan from the doctor along with a boxed epi pen with prescription that will stay at Prairie Pals.

Medical Conditions Section

If your child has Asthma, Seizures or any other medical condition that we need to be aware of, please complete the necessary information here. If your child requires medicine or a treatment to be administered at school, please note that in the comments, as we will need to get paperwork on file for the authorization to administer any such treatments while in our care.

Picture

By clicking the Choose File box, you may upload a current photo of your student that will be attached to his/her electronic file.

Student Directory (Preschool Students Only)

A Preschool student directory is put together each year. It includes basic contact information and is distributed to Preschool families. If you would like to be included, please select Yes and complete any information you'd like to share. If you do not want to be included, please select No. Families enrolled after 9/1 will not be included in the directory. **Please Note:** the directory is the only distribution tool that we will utilize to publish your child's contact information for the purpose of birthday parties or special events. If you opt to not be included, we are unable to share your contact information with families for these or any other purposes.

Next Step: Click "Add Another Student" to complete this section for a sibling or Click "Next Step" to proceed to the Guardians Tab

Tab 2: Guardians

Enter the basic information requested in each field. Please indicate n/a in any field not relevant. ** Be sure to click the Allowed to Pick Up box. Your child's authorized transportation list will be generated from a report based on this selection.

Next Step: Click "Add Another Guardian" to add a spouse (or other guardian) or Click "Next Step" to proceed to the Emergency Contacts and Authorized Pick-Up Tab

Tab 3: Emergency Contacts and Authorized Pick-Up

Please fill out the basic information requested in each field. We do not require a work address or an email address, but we MUST have a phone number and a full address with zip code that matches the information found on the contact's driver's license or photo I.D.

Emergency Contacts

DCFS requires at least two LOCAL contacts other than the guardians listed for emergency situations only. Please be sure to click the Emergency Contact box for a minimum of 2 local individuals that we should reach out to in the event of an emergency. We will always attempt to contact any guardians listed prior to these contacts. ** These individuals are not authorized to pick up your student unless you also click the Allowed to Pickup box.

Authorized Pickup Contacts

Any additional contacts (sitter, neighbor, etc.) that you would like to be able to pick up your child, need to be added to your Authorized Pickup list in this section. ** Be sure to click the Allowed to Pick Up box. Your child's authorized transportation list will be generated from a report based on this selection. The individuals you list must be at least 18 years old. Please be sure to have the individual bring a photo I.D. **Your child will not be released to anyone not on this list.** You will have secured access to a parent portal where you can add/edit/delete individuals from this list as needed throughout the year.

Next Step: Continue adding Contacts as needed or Click "Next Step" to proceed to the General Information Tab

Tab 4: General Information

Please fill out the basic pediatrician / physician information requested in each field.

Prairie Pals Parent Handbook Acknowledgements

Please complete the applicable Handbook acknowledgements and e-signatures. If your child is enrolled in both Preschool & Childcare, please complete both handbook acknowledgements. For your reference, the Handbooks are available to download directly from the form.

Prairie Pals Policy Statements & Acknowledgements

Please download and read the Policy Statements (linked in the form). You will be asked to accept (or decline, where applicable) and provide an e-signature for acknowledgement of your receipt and understanding of each of the following:

Next Step: Click "Next Step" to proceed to the Final Tab to review and Submit your Registration Information.

Tab 5: Review

You can click into any of the boxes to review the information you have completed. Once you are satisfied with the information, please click the Complete Registration button at the bottom of the page and the information will be saved and sent over to us for review. After we have reviewed the file, you will receive an email with information on how to access our new online parent portal! In the portal, you will be able to communicate with the Prairie Pals staff, receive updates on events at school, and view and update your student's registration information, including transportation authorizations.