

Accotink Academy Preschool

Registration for the 2022-2023 School Year

Thank you for your interest in Accotink Academy Preschool! We are excited to welcome you to our 58th year in the West Springfield community!

To enroll your child for the upcoming 2022-23 school year, please follow the links on our website www.accotinkacademy.com for the registration form. The full enrollment process is outlined below:

2022-2023 Registration & Enrollment Procedures:

- On Wednesday February 9th, we will make active on our website links to the 2022-2023 Registration Form.
- To register your child, click the link and begin by creating a free account with our program management application "Brightwheel" then fill in the short application form, review and submit your application (this process usually takes less than 10 minutes).
- Once your registration form is received, we will make enrollment forms, a document request for your child's birth certificate, and the program registration fee available to you through your new Brightwheel account. This process may take up to two business days- we will process applications in the order they are received.
- Your child's enrollment for the 2022-2023 School Year will be complete when we have received the following:
 - 2022-2023 Registration Form
 - 2022-2023 Enrollment Form (digitally signed)
 - 2022-2023 Tuition Agreement (digitally signed)
 - 2022-2023 Registration Fee Certification (digitally signed)
 - A copy of your child's Birth Certificate (picture upload to Brightwheel or in-person)
 - Payment for the 2022-2023 Program Registration Fee

More information regarding program levels, age-requirements and pricing can be found in the Information Flyer. Please reach out to the office if you have any questions. We look forward to serving you and your family in the upcoming school year!

Courtney Demers

Director, Accotink Academy Preschool

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