

CHILDCARE PROGRAMS 2019-20

EARLY CHILDHOOD ONLINE ACCOUNT SETUP & REGISTRATION INSTRUCTIONS

Child Development Centers • Mini Scholars • Little Scholars • Montessori • Gifted Preschool
PV Schools Community Education Department • pvschools.net/prek • (602) 449-2200

To expedite the registration process, create or update your Online Registration Account prior to February 5, 2019 at 8:00 a.m., as programs fill quickly.

ONLINE ACCOUNT SET UP

1. Go to pvschools.net/prek
2. Choose **2019-20 Preschool Registration**
3. Select **Log In** from the upper left hand side of the screen
4. Select **click here to Sign up**
5. Enter the required information using parent/guardian information to create an account and select Save
6. Select **Add Family Member** to enter your student's information and select **Save**

ONLINE PROGRAM REGISTRATION

1. Go to pvschools.net/prek
2. Choose **2019-20 Preschool Registration**
3. Find the Session at the school of your choice and select **Register**
4. Enter your email and password and select **Login**
5. Select **Select for Registration** next to the student name
6. Enter **Select Start Date** as **8/6/2019** and select **Continue**
7. Review the information on the screen and select **Continue**
8. Follow the prompts to respond to the questions and select **Continue**
9. Review the class information and select **Continue Registration**
10. Confirmation and registration documents will be emailed to you within 24 hours
11. See **Paperwork Required to Complete Registration**

PAPERWORK REQUIRED TO COMPLETE REGISTRATION

1. When you receive registration documents via email, print, complete, sign, and submit to the Community Education office to finalize your registration.
IMPORTANT: Failure to provide documentation will result in withdrawal from the program.
2. Submit forms and documents in-person or by mail to:
PV Schools Community Education
15032 N. 32nd St.
Phoenix, AZ 85032
3. When your documents are verified by Community Education staff, you will be notified via email.

GIFTED REGISTRATION

1. Gifted preschool registration requires testing and an acceptance letter provided by the Gifted Education department.
2. Please see pvschools.net/gifted or contact the Gifted Education department at (602)449-2113 or Community Education at (602)449-2200 for additional information.

Questions? (602) 449-2200