

Southwest Early Childhood
Learning Center
www.southwestschools.org
513-728-8529

PRESCHOOL REGISTRATION

The Southwest Local School District will begin preschool registration for 2024-2025 school year on **Monday, March 4, 2024, at 7:00 AM**. Preschool registration will only be available online and no applications will be accepted that have been submitted/started before 7:00 AM on Monday, March 4, 2024. Detailed instructions regarding the online application will be available on our website under the New Student Registration tab. **When your online form is complete, and all required documents have been uploaded, please call the SECLC Office (513) 728-8529 to make sure the documents have been received and are acceptable to complete your registration.** All registrations will be processed on a first come first served basis. All required forms must be completed, and all documents uploaded in Final Forms and will be time stamped electronically. Students will be placed into open spots based on the order in which registration is completed and required documents submitted. **The registration will not be considered complete until all required (acceptable) documents based on the Southwest School District Board Policy have been received.** The Physical & Dental forms are the **ONLY** forms that can be submitted later once they are completed and up through the first day of school for the 2024-2025 School Year. You will need to print these forms in Final Forms and give them to the Dentist & Physician to complete. Once completed, return the forms to the SECLC office.

All Forms must be completed online, no exceptions.

1.) To enter preschool, a child must be **three (3) by the first day of school, August 19, 2024.**

A copy of the birth certificate, proof of residency, photo id for parent/guardian and any court/custody documents are all required for Enrollment. **When you have completed the online registration, contact the SECLC office at (513) 728-8529 to make sure the documents have been received and are acceptable to complete your registration and to request AM or PM slots. The preschool is M-Th, no class on Fridays. The morning session is 8:20-11:30 AM and the PM session is 12:20-3:30 PM. The placement for AM/PM will be on a first come first served basis. Your child will not be considered registered for the upcoming school year if the proper documentation has not been uploaded into Final Forms.**

2.) State Law and Southwest Local School District requires all preschool students to be up to date on their age-appropriate immunizations.

3.) The parent/guardian provides transportation.

The **SECLC preschool tuition for the 2024-2025 school year will be \$1,700.00.** There are two tuition payment options:

1.) Pay the tuition in a lump sum by September 1st you will receive a \$150.00 discount making your full sum payment \$1,550.00.

2.) Make 4 quarterly payments of \$425.00, due on September 1st, December 1st, March 1st and May 1st.

According to State Law, children who do not meet immunization requirements by the 15th day of school cannot be permitted to attend school and will be excluded upon the 16th day of school.

SOUTHWEST LOCAL SCHOOL DISTRICT
PRESCHOOL REGISTRATION PACKET 2024-2025

To enroll a student in Preschool for the 2024-2025 school year, you will need to complete a student registration online, provide a copy of your child's birth certificate and provide proof of residency, photo id, and custody papers if applicable. Please note, according to Ohio Revised Code Section 3109.042 Custody rights of unmarried mother, (A) An unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. Therefore, a father attempting to enroll a child will need to provide documentation that he is married to the child's birth mother or that a court has determined his right to sole/shared custody of the child. Required documents must be uploaded in Final Forms.

Physical & Dental forms are the **ONLY** forms that can be submitted later once they have been completed up through the first day of school for the 2024-2025 School Year. You will need to print these forms in Final Forms and give them to the Dentist & Physician to complete. Once completed the forms should be returned to the SECLC office.

To start your application:

- Go to Final Forms Website <https://southwestharrison-oh.finalforms.com>
- Parents who have an account click Login to add a new student and start the 2024-2025 registration
- Parents who do not have an account click New Account. Type your Name, Date of Birth, and Email; then click **REGISTER**. Check your email for a Final Forms Email and click **CONFIRM YOUR ACCOUNT** in the email text and confirm your account through your email to start the 2023-2024 registration and add a new student.
(Keep in mind that applications started or submitted prior to 7:00 AM on Monday, March 4, 2024, will not be accepted and will be deleted.)

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the Final Forms email, please email support@finalforms.com.

For parents who do not have students enrolled in the district, you must create a Final Forms parent account.

ADDITIONAL DOCUMENTS REQUIRED- *The following documents are required; we cannot enroll your student without these documents.*

- **Birth Certificate**
- **Parent/Guardian Photo ID**
- **Court/Custody Documents-Must include all pages**
- **Proof of Residency-Please provide ONE of the following.** (Additional documents may be required in certain situations.)
 - Mortgage Statement or Deed
 - Lease Agreement That is Not Expired, (signed by both parties) **A Month-to-Month Lease is not sufficient**
 - Current **Water Bill - NO Electric, Phone or Cable Bills accepted**
 - Property Tax Statement
 - Notarized Southwest Local School District Affidavit of Residency & Current Water or Electric Bill
Affidavit to be used when parent/legal guardian and child are living in a domicile belonging to another person or leased to another person and have no other accepted residency document in the parent/legal guardian name. Only the owner of the property can complete the Affidavit.

Complete and sign each form in the form set. Once all forms have been completed you will receive a message "Forms Finished" Once you have uploaded all required documents and completed and signed all forms, you must call the SECLC office at 513-728-8529, to confirm receipt and confirmation that the documents are acceptable.