GSCS Enrollment Procedure 1/30/2020

1. **Parent submits online application** (GSCS website->For Parents->Application.
   Once the GSCS Director approves, then the Sandbox account is created.

2. **Send admission agreement to parent and schedule enrollment meeting to**
   a) Turn in Admission agreement, deposit and registration fee.
   b) Ask parent to bring child's immunization record.

3**. At the enrollment meeting**
   a) Set up Parent Portal
   b) From Sandbox send Parent Portal invite: ->Family->Guardians
   c) Ask parent to check their email and sign up in office
   d) Tell parent how to finish the registration.
      i. Give parent the website: www.gsccschool.org/for-parents/forms
      ii. Give the password (password: gscs)

4. Put enrollment information; start day and extended care information at Sandbox->Family->choose
   the child ->Enrollment

5. After enrollment meeting
   a) Create a child's manila folder
   b) Put "Child's File Content Checklist"
   c) Follow the "Child's File Content Checklist" to complete student's file
   d) Notify teacher about new student (name/start date/program/special consideration, etc.)
   e) Reminder teacher about new student starting
   f) Make four labels (bedding box, cloth box, cot, outside cubby)
   g) Class copy of new student document- form L627, L700, L702, G001 + Dr Note for sunscreen or
      medication