

CYPRESS CHRISTIAN PRESCHOOL REGISTRATION CHECKLIST

We use Brightwheel, a software for registration, classroom management, communication, photos, videos, online bill pay and so much more. **A Brightwheel account is required for all families.**

REGISTRATION INSTRUCTIONS

1. Visit www.cypressschools.tv and click "Enroll Now"
2. This link will take you to Brightwheel, if you have a Brightwheel account you can login now. If you do not have a Brightwheel account, you will create one now.
3. Complete the information on the enrollment form and submit form.
4. An administrator will contact you through Brightwheel within 2-3 business days to discuss availability.
**Please ensure that Brightwheel notifications are TURNED ON so that you do not miss any time sensitive information.*
5. Once a schedule has been agreed upon, you will be sent an invoice for the non-refundable supply & registration fee (due now) and the state required forms. See instructions below.

RE-ENROLLMENT PAPERWORK INSTRUCTIONS

Only for students who attended Cypress Christian Preschool during the 2022-2023 school year. These documents are due two weeks from the date of your registration.

- 2023 – 2024 Registration Form
- Non-Refundable Supply & Registration Fee Paid DUE NOW
- Tuition Agreement
- Handbook Acknowledgement
- Walk Authorization
- Review your current JFS-01234 Enrollment Information Form with an administrator
- Confirmation Received

**Note: Confirmation from an administrator will come through Brightwheel within 5 business days after completion of ALL documents.*

NEW ENROLLMENT PAPERWORK INSTRUCTIONS

For students who are attending Cypress Christian Preschool for the first time. These documents are due two weeks from the date of your registration.

- 2023 – 2024 Registration Form
- Non-Refundable Supply & Registration Fee Paid DUE NOW
- Tuition Agreement
- Handbook Acknowledgement
- Walk Authorization
- Download and Complete JFS-01234 Enrollment Information

This is document must be downloaded and completed according to state guidelines. Please type in the document or print legibly. Answer EVERY question COMPLETELY leaving NO BLANKS. You may not use quotes, dashes or write "same" for any answers. If a question does not apply to you, type "n/a".

- JFS-01305 Medical Statement

This document will need to be printed and then completed by your child's doctor with IMMUNIZATION RECORD ATTACHED.

This document is only valid for one-year from DATE OF EXAM, not the date it was completed. You will receive a 30-day reminder when your child's medical statement is about to expire.

- Confirmation Received

**Note: Confirmation from an administrator will come through Brightwheel within 5 business days after completion of ALL documents.*



Cypress Christian Schools



CREATING A NEW BRIGHTWHEEL ACCOUNT

1. Click the **Parent** option
2. Complete the signup form and click **Get Started**
3. Click **Create your Account**
4. A verification code will be delivered to the contact used
5. Enter the confirmation code and click **Confirm**

APP NOTIFICATIONS

1. Click the **Menu** in the top left corner
2. Click **Edit Profile**
3. Make sure **Staff & Parent Messages** AND **Parent and Admin Only Messages** are turned on
4. Exit the Brightwheel app and check your phone settings to ensure push notifications are turned on for Brightwheel