



City Schools of Decatur Pre-K Registration Information 2022-2023

Registration for “New Families” to College Heights begins on February 1, 2022. The child must be four (4) years of age on September 1, 2022 to be eligible. Children five years of age prior to September 1st must register for kindergarten. Parents/Guardian must complete an online application prior to submitting supporting documents to College Heights Early Childhood Learning Center located at 917 S. McDonough. If you are in need of assistance to complete the enrollment form online, parents may contact the Wilson Center at 404-371-3601.

Step One: Parents/Guardians need to complete an online registration form by visiting the district website:

<https://www.csdecatur.net/domain/1361>

Step Two: Parents/guardians need to bring the following documents to College Heights Early Childhood Learning Center on Monday, Wednesday or Thursdays during the month of February between the hours of 9:30-1:00 pm. Documents **must be submitted by February 28th** no later than 1:00 pm in order to be considered for the Pre-K lottery.

- Proof of Residency (lease, deed, payment/coupon book, property tax or settlement statement **and** a current utility bill). If providing a lease the student’s name must be listed as an occupant.
- Birth Certificate (certified original)
- Immunization (Form 3231)
- Vision, Hearing, Dental, and Nutrition (Form 3300)
- Student’s Social Security Card
- Picture ID of guardian

Note: Tables will be set up on the front porch. Staff will individually meet with parents to review and copy their documents. No visitors will be allowed into the building. Applications that lack all required documentation will not be accepted so please come prepared. **All individuals must wear a mask.** Individuals will be safely socially distanced while waiting to meet with staff for their document review.

Timeline for Pre-K registration and lottery process...

Registration:	February 1 – 28th
Days:	Mondays, Wednesdays, and Thursdays
Time:	9:30 am-1:00 pm for the month of February
Lottery:	Electronic lottery will be conducted March 3rd
Notification:	Parent/Guardian of students on the waitlist will notified via a phone call no later than March 4th.

Parent/Guardian of students who are recipients of a Pre-K slot will receive a letter of confirmation via email by the end of March.

Courtesy Staff: Complete online application and submit documents during the month of March. Lottery will be conducted on April 1st and parents will be notified via email of wait list status.

Pre-K After School Program

Parents who are new to College Heights and whose child has received a Pre-K slot for the 2022-2023 school year may register for the after school program (ASP) starting March 7th, 2021. ASP registration packets will be available online on our [school website](#) or at the school. Parents can email or drop off their completed packet to [Caretha Hall](#). The deadline to register your student for ASP is March 31 at 3:00 pm. A lottery will be held on April 1st to fill all the available slots. Once notified, parents have 72 hours to accept the spot and submit the \$50 registration fee.

Families currently enrolled in College Heights and Frasier Center Program

Registration packets for both Pre-K and After School Program will be sent home with your child the beginning of February. Please complete the forms and return to school with a \$50.00 ASP registration fee by 3:00 pm on February 28th in order to secure your child's Pre-K/ASP slot for next year.