
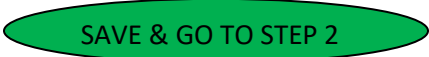
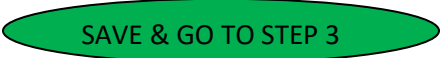




New Student Registration for Preschool



1. Go to www.hopemtcarmel.org (preschool / church website)
Click on Preschool > Enrollment > *New Student Registration*
2. Enter an email address and you will receive a confirmation # to that email
3. Enter the code, press 
4. Enter the primary info for the parent(s), address, and phone number(s). It should give you the opportunity to add more than one adult.
5. Click 
6. Enter child information and answer all questions
7. Click  or *Save & Add Next Child*
8. Enter emergency contacts and follow prompts at the top of the page
9. Click 
10. Review and click 
11. *Information submitted successfully*
12. The family and the Director will both receive an email confirmation. Your information will be imported into the preschool system. Once that is completed, you will receive another email asking you to go back to the website for re-registration and select your class and second choice. Confirmation letters with class placements will then be sent within a week or so with directions for additional paperwork to be completed.

Revised: 1/10/23