

## Instructions for On Line Registration Through Sycamore Education

Registration for the 2021-2022 school year is open for all DTA and Torah Tots students. The registration process must be completed on line through Sycamore Education and is nearly all paperless! Please follow these instructions to complete the registration process:

Go to <https://app.sycamoreschool.com/admissions/index.php?schoolid=2070>

Returning families: Click on the button that says "re-enroll". You will need to enter your Sycamore log in and password. **If you do not have a log in for Sycamore, contact Peshah in the school office and she will give you one.** You will find that most of your information is already entered. All you need to do is verify that this information is correct, or make necessary changes. Please be sure that all necessary windows are filled in.

New families click on the button that says "enroll" and you will be brought directly to the enrollment portal.

The registration process is completed by filling in information in a series of windows in the enrollment portal. Below please find specific instructions for completing each of the windows.

### **Window 1 : Family Information**

This window will open for new families only. Returning families will begin with window #2. New families need to fill in all boxes with an asterisk beside them.

### **Window 2: Family Contacts**

In this window at least one emergency contact (someone, aside from parents) must be entered. This person needs to be someone who can be reached in the event of an emergency and we are unable to reach the parents. It is best to have two emergency contacts listed. Anyone with permission to pick up your child(ren) from school should also be entered in this window.

### **Window 3: Student Information**

**Returning families** – a list of students currently enrolled will show, along with each student's birthdate, current grade and new grade. Please review this information to be sure that it is correct. If you need to make changes, click on the edit button to the left of the student's name.

There is a separate edit button to the right, under the medical heading next to each student. This is where any allergies or medical conditions that we need to know about should be listed. If there are no allergies or medical conditions, click on the "no health problems" box. It is extremely important that you write in any allergies or other medical conditions here. It is also a good idea to let the school administration know if your child has food allergies or any medical

condition that we need to be aware of. You can also indicate if you give permission for your child to receive acetaminophen or ibuprofen without being called for permission first. This window must be updated even if there no changes. Click on the blue “update” button at the bottom of the page.

Once the medical information is updated, returning families should continue to the next window.

**New families** – Click on the “add student” button at the bottom of the page. Fill in the required information. If you are enrolling more than one student, click on the add student as many times as needed.

Under the student information you will see a blue heading called “Statistics”. These fields ask a series of questions about the student that are helpful for us to have and/or required by licensing agencies.

The explanation for each statistic is listed below:

1. Permission to release information (**Torah Tots only**): Write yes or no to indication if you give permission for Torah Tots to share information in your child’s file with licensing agencies.
2. Parent Handbook (Torah Tots and DTA): Initial to indicate that you are aware that the Torah Tots and DTA parent handbooks are available to parents on our website, [www.deserttorahacademy.org](http://www.deserttorahacademy.org).
3. Previous School Experience: List any schools your child(ren) has previously attended
4. Hebrew Name
5. Hebrew Birthday
6. Time of Birth: To determine Hebrew birthday (if not known)
7. Adoption: Write yes or no to indicate if the student is adopted.
8. Days to attend (**Torah Tots only**): Indicate how many days per week your child will be attending and if he/she will be coming for a full or half day.
9. Air Freshener Policy (**Torah Tots only**): Initial to indicate that you are aware that Torah Tots Preschool does use aerosol air freshener in its classrooms and bathrooms.

In the next window you will need to enter your child(rens) medical information. This is where any allergies or medical conditions that we need to know about should be listed. If there are no allergies or medical conditions, click on the “no health problems” box. You can also indicate if you give permission for your child to receive acetaminophen or ibuprofen without calling you for permission first.

**Window 4: Family Medical Information** – Please enter your pediatrician’s name and phone number, as well as any insurance information.

**Window 5: Additional Family Information** - These fields ask a series of questions about your family that are helpful for us to have and/or required by licensing agencies.

**Window 6: Financial Agreements** – You must agree or disagree to pay whatever tuition charge is agreed upon and to pay the \$250 security fee.

**Window 7: Verification** – Review all of your information. If you need to make changes, click on the “previous” button on the bottom left of the page. If the information is correct, click complete.

The following hard copy documents are required in order for your registration process to be complete. If your child’s birth certificate and most recent immunization record are already on file, you do not need to supply another copy. The Enrollment Contract and Torah Tots Medical Form must be completed each year:

1. Birth certificate for each child
2. Immunization record for each child
3. Medical form (Torah Tots only) – must be signed by a doctor
4. Enrollment contract – completed and signed when financial agreement has been reached.

It seems like a lot of instructions, but honestly the process is quite simple and does not take too much time. Please contact Pesha in the school office if you have any questions. She will be happy to help you.

Again, thank you for registering your children in Desert Torah Academy and Torah Tots Preschool. We are looking forward to a wonderful school year.