

How to Register for Tuition Preschool Classes at FECC 2021-2022

1. Go to Farmington Public Schools Early Childhood Website at <https://www.farmington.k12.mi.us/early-childhood> and click on “Register for Preschool Classes” or Login.
2. Click “Login” on the upper right on the screen to enter your email address then click “Next.”
 - Returning families login with your email address and password.
 - If you have forgotten your password **DO NOT** create another account, please click the “reset here” to generate a new password.
3. If this is the first time you are logging in, click on “New User/Sign Up Here.”
 - Complete profile with parent information.
 - Complete account information. Please note: Only one email address per family as multiple email addresses may result in multiple charges.
 - Create an account.
4. Verify by email prompt. (Create Password)
5. It will return you to “Home” to sign-in.
6. Go to the top right corner of the screen and click on the circle with your initials.
 - Select “My Members” in the drop down selections.
 - Returning families may add a new child at this time if needed.
 - New families click on “+ Add Member” to the right of “My Members”
 - Complete child profile
 - Click “Next”
 - This will take you to “Additional Information” and complete the information requested.
 - Click “Save”
7. Click the “Home” button on the top left corner of the screen.
8. Click on the blue title of the appropriate sessions box for your child’s age.
9. Click the green box that says “Register”
10. Under “Additional Info” you will be able to select your first, second and third choice of sessions.
11. Choose your child to register.
 - Click on “click here to continue registration.”
12. Click on the “I Agree” box for the enrollment agreement.
 - Click on “click here to continue registration.”
14. Make your 1st, 2nd and 3rd selections of class sessions.
13. Verify member information.
 - Click on “click here to continue registration.”
14. Click on “family registration fee” of \$125.00
 - Click “Save”

15. Click on “Continue shopping” on the upper left of the screen if you are registering multiple children or sessions. If not, go to step 16. If “Continue Shopping” is selected:
 - Follow steps 8-13 for additional sessions.
 - Click on “Additional Child(ren)/Session Fee” of \$0
 - Click “Save”
16. Click on “Proceed to Checkout” for an individual session or “Place order” for multiple children/sessions.
17. Complete information for Payment Method screen.
 - Enter credit card information.
 - Click on “Use this card for future transaction” if you choose to save this card for future use in the system. (Credit card information will be securely kept by Cardconnect.)
 - Click “Save”
18. Click on “Place Order”
19. You may print your receipt by clicking on the “print” box in the upper right corner of the screen. You will also receive an email with your order confirmation.

Please note: YOU ARE NOT REGISTERED FOR THE CLASS UNTIL THE REQUIRED DOCUMENTS ARE RECEIVED BY THE EARLY CHILDHOOD OFFICE.

All system generated communications (registration confirmation, beginning of the year letters, tuition reminders, etc.) will be delivered to the email address on record in the system. The sender will display as Farmington Public Schools noreply@digitalsignup.com. If this is an unknown sender for you, be sure to check your spam/junk email folder in the event it is filtered there.

When you have completed your registration online and have completed filling out the required registration documents, please call the Early Childhood office at 248-489-3808 to make an appointment to submit your documents to complete the registration process.