

Southwest Early Childhood
Learning Center
www.southwestschools.org
513-728-8529

PRESCHOOL REGISTRATION

The Southwest Local School District will begin preschool registration for the 2025-2026 school year on **Monday, March 3, 2025, at 7:00 AM**. Preschool registration will only be available online and no applications will be accepted that have been submitted/started before 7:00 AM on Monday, March 3, 2025. Detailed instructions regarding the online application will be available on our website under the New Student Registration tab. **When your online form is complete, and all required documents have been uploaded, please call the SECLC office at (513)728-8529 to make sure the documents have been received and are acceptable to complete the registration.** All registrations will be processed on a first come first served basis. All required forms must be completed, and all documents uploaded in Final Forms and will be time stamped electronically. Students will be placed into open spots in the program based on the order in which the registration is completed, and all required documents are submitted. **The registration will not be considered complete until all required and acceptable documents based on the Southwest School District Board Policy have been received.** The Physical and Dental forms are the **ONLY** forms that can be submitted later once they are completed and up through the first day of school for the 2025-2026 school year. You will need to print those forms from Final Forms and give them to the dentist and physician to complete. Once completed, return the forms to the SECLC office.

All forms must be completed online, no exceptions.

- 1.) To enter preschool, a child must be **three (3) by August 1, 2025**.
A copy of the birth certificate, proof of residency, photo id for parent/guardian and any court/custody documents are all required for enrollment. **When you have completed the online registration, contact the SECLC office at (513)728-8529 to make sure the documents have been received and are acceptable to complete your registration. Please be sure to indicate your preference of AM or PM at that time.**
The preschool is a half-day program that attends M-Th, no class on Friday. The morning session is 8:20-11:30 AM and the afternoon session is 12:20-3:30 PM. The placement for AM/PM will be on a first come first served request basis. Your child will not be considered registered for the upcoming school year if the proper documentation has not been uploaded into Final Forms.
- 2.) State law and Southwest Local School District requires all preschool students to be up to date on their age-appropriate immunizations.
- 3.) The parent/guardian will be responsible for providing transportation to/from preschool.

The **SECLC Preschool tuition for the 2025-2026 school year will be \$1,700.00**. There are two tuition payment options:

- 1.) Pay the tuition in full by September 1, 2025, and you will receive a \$150.00 discount making your full sum payment \$1,550.00.
- 2.) Make four (4) incremental payments of \$425.00. The first payment is due by the first day of school and the other payments are due on December 1, 2025, March 1, 2026, and May 1, 2026.

According to state law, children who do not meet immunization requirements by the 15th day of school will not be permitted to attend school and will be excluded upon the 16th day of school until those requirements are met.

SOUTHWEST LOCAL SCHOOL DISTRICT PRESCHOOL REGISTRATION FOR 2025-2026

To enroll a student in Preschool for the 2025-2026 school year, you will need to complete a student registration online, provide a copy of the child's birth certificate and provide proof of residency, parent/guardian photo id and custody/court documents if applicable. Please note, according to the Ohio Revised Code Section 3109.042, custody rights of unmarried mother, (A) an unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. Therefore, a father attempting to enroll a child will need to provide documentation that he is married to the child's birth mother or that a court has determined his right to sole/shared custody of the child. Required documents must be uploaded in Final Forms.

Physical and Dental forms are the **ONLY** forms that can be submitted later once they have been completed but must be received by the first day of school for the 2025-2026 school year. You will need to print these from Final Forms and give them to the dentist and physician to complete. Once completed, the forms should be turned in to the SECLC office.

To start your application:

- Go to Final Forms Website <https://southwestharrison-oh.finalforms.com>
- Parents/guardians who have an account click Login to add a new student and start the 2025-2026 registration.
- Parents who do not have an account click on New Account, type your name, date of birth and email; then click **REGISTER**. Check your email for an email from Final Forms and click to **CONFIRM YOUR ACCOUNT** in the email text and confirm your account through your email to start the 2025-2026 registration process and add a new student.

(Keep in mind that applications started or submitted prior to 7:00 AM on Monday March 3, 2025, will not be accepted and will be deleted.)

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the Final Forms email, please email support@finalforms.com.

Parents who do not have students enrolled in the district must create a Final Forms parent account.

ADDITIONAL DOCUMENTS REQUIRED- *The following documents are required; we cannot enroll your child without these documents:*

- **Birth Certificate**
- **Parent/Guardian Photo ID**
- **Court/Custody Documents when applicable – must include ALL pages.**
- **Proof of Residency – Please provide ONE of the following:** (Additional documents may be required)
 - Mortgage State or Deed
 - Lease Agreement that is not expired, (signed by both parties). **A Month-To-Month Lease is not sufficient.**
 - Current **Water Bill** – *NO Electric, Phone or Cable bills will be accepted.*
 - Property Tax Statement
 - Notarized Southwest Local School District Affidavit of Residency and appropriate documentation.
Affidavit to be used when parent/legal guardian and child are living in a domicile belonging to another person or leased to another person and have no other accepted residency document in the parent/legal guardian name. Only the owner of the property can complete the affidavit.

Complete and sign each form in Final forms. Once all forms have been completed you will receive a message, “Forms Finished.” Once you have uploaded all required documents and completed and signed all forms, you must call the SECLC office at 513-728-8529, to confirm receipt and confirmation that the documents are acceptable.