

# The Laurel Hill School

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## PRESCHOOL, TODDLER & INFANT REGISTRATION CHECKLIST

**WELCOME** to our vibrant learning community. Kindly familiarize yourself with the application process and submit all required documentation as soon as possible.

### **APPLICATION PROCEDURES: Two Step Process**

#### **1. ONLINE APPLICATION FORM (*ONLINE APPLICATION ALONE DOES NOT COMPLETE THE REGISTRATION PROCESS, SEE NEXT STEP*)**

Complete online all sections of the application including cell, business, emergency numbers, and email information. E-mail will be the primary form of communication regarding school events.

**It is of vital importance that the school has complete and updated addresses.**

Please submit the online application only once. If you have any difficulties do not resubmit. Please call the office.

#### **2. SUBMIT SIGNED TUITION PAYMENT PREFERENCE FORM WITH:**

1. All applicable fees (registration & one month deposit for June)
2. Automatic Deduction Form or payment in full

We also require that you submit the following:

#### **☐ MEDICAL FORMS**

Immunization Certificate and Medical Evaluation Form **must** be submitted prior to the beginning of the school year.

#### **☐ ORIENTATION INFORMATION:**

Information regarding schedules for parent/child school orientation and general school guidelines will be forwarded during the month of August. Parent/child school orientation applies only to infants 12-24 months and the two and three-year-old programs.