

REGISTRATION Procedures 2022-23 (K-8 only)

Dear OCCS Parents:

Your registration information is ready to be completed online prior to coming to registration for K-8. **All families are required to attend one of the registration nights** on either August 11 or August 15. If you cannot attend either evening please contact the office to make other arrangements before August 15.

If you as parents do not feel comfortable doing this on-line, please stop by the OCCS office Monday-Thursday from 7:45-12:15 and someone will assist you.

To get into your JMC registration, log into our website: orangecitychristian.net, go to the "Parents" link on the left, click on JMC. Make sure the year is 2022-2023, put in your username (your last name) and password. If you do not know your password or you are a new family, you can use the "forgot your password" option and follow the instructions.

Following is a step by step process to assist with completing the online registration:

- Click on "Register for 2022-2023" on the left side
- Click on Start/Continue the Registration Process. You will see the welcome screen.
- Print the instruction documents (if needed), band and/or string rental agreement (if needed), 501c(3) membership form (if desired), Free/Reduced Lunch Application (if you qualify) and the financial agreement form (required).
- Go to the "next" screen and update your contact information. The first phone number and email address listed will be printed in the Parent Directory. Under the cell phone option, make sure you mark the "SMS (Text Message)" box to receive our text messages.
- As you progress through the screens, a series of questions will come up—each one will require an answer. If the answer to a question is "none", you will need to type "none" in that box.
- When you get to emergency contact, this should be a non-household member that we can contact in an emergency **if we cannot reach parents**.
- Continue through the next screens until you get to the last screen and **be sure to click on the "finish" button**.
- Click on the link to sign forms and add your signature to the necessary forms. You have now completed the online registration.

When you get to the financial section you have options:

1. Fill out the Financial page by updating the yellow highlighted cells. Totals will calculate based on formulas. **Please bring a printed copy of your completed form along with you to registration.** You will review this page with a board member.
2. You can pay for tuition through an Iowa 529 account. There is a tax benefit to paying through this process. Create an account at <https://www.collegesavingsiowa.com/>. Contact your accountant or financial advisor if you have questions.
3. Many of you do on-line banking and your bank has the "bill pay" option where you send a check for tuition and/or hot lunch. Most banks also allow you to set up an automatic payment monthly on a specific date free of charge.
4. Please make all payments at registration for Registration Fees, Hot Lunch, Band/Strings, and Tuition by check. **We will be unable to accept Venmo payments during Registration.**
5. If you are not a member of Calvary CRC or a Fair Share church, you are eligible to pay \$2,100/child through a 501c(3) plan. There is a tax benefit to pay through this program. This is payable to Unity Christian HS.
6. If you choose to pay your tuition with a check, payments are due by the end of each month.
7. Please note that all remaining tuition balances and food service credits from the previous year will be transferred over after August 1. NICSTO scholarships and TRIP payouts will also be posted by August 1. You can look up this information through JMC under 'Tuition/Fees' and 'Lunch'.

We will be having two registration evenings, Thursday, August 11 and Monday, August 15, 6:30-8:00pm in the OCCS music rooms. Parents will begin outside the west main entrance. Please print your completed financial page to bring with you. You will meet with a Tiger Paws representatives, Grade Level Coordinator chairperson, school nurse, Friday Care/Cubs Care Teacher, and a board member.

When you come, be prepared to write separate checks for:

1. Tuition (all families need to pay a \$125 registration fee per child / this can be included with a tuition check if making a payment at registration)
2. Food Service
3. Music program if your child is renting a band or string instrument

**Please note - we will not be accepting Venmo for payments required at registration.*