

## REGISTRATION Procedures 2020-21

Dear OCCS Parents:

We are excited to offer you the opportunity to complete required material on line prior to coming to registration for students in K-8. This will hopefully speed up the process when you come to “Registration Evening” at OCCS.

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](http://orangecitychristian.net), go to the “Parents” link on the left, click on JMC. Make sure the year is 2020-2021, put in your username (your last name) and password. If you do not know your password, you can use the “forgot your password” option. For new families, we have assigned a password. Feel free to call us for it or use the “forgot your password” option. Click on “Register for 2020-2021” on the left side.

Before you begin with the “Start/Continue Registration Process”, you should read through the forms in the “Sign Forms” spot.

The process is really simple. You will see the welcome screen, 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 need an answer. If the answer to a question is “none”, you will need to put “none” in that box.

When you get to emergency contact, that should be someone other than yourselves and someone locally that we can contact in an emergency if we cannot reach parents.

Be sure to click on the “finish” button when you are finished.

When you get to the financial part you have options:

1. Print the financial page
2. Many of you do on-line banking and your bank has the “bill pay” option where you can tell them to send us a check for tuition and/or hot lunch. You can also tell them to pay every month on a certain date. Several of our families do that and it’s very easy. Most banks do not charge for this service. Indicate on the financial page that you are using on-line banking.
3. If you choose to pay with a check each month, just complete the financial page

We are having two registration evenings, Thursday, August 6 and Monday, August 17, 6:30-8:00pm in the OCCS music rooms. You will begin in Mrs. Wielenga’s room and proceed to Mrs. Huizenga’s room. We will enjoy air conditioned comfort this year. Bring your financial page with you. Be prepared to meet with Monica representatives, Grade Level Coordinator chairwomen, and a board member.

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

1. Tuition (everyone needs to pay \$125 registration fee per child-can be included with tuition amount)
2. Food Service - \$56/month per child
3. Music program if your child is renting a band or string instrument
4. Monica school supplies (if you purchase from them)