



Application process for the 2025/2026 school year

- Parents will submit an application, similar to our registration form in previous years
 - (\$100 non refundable fee)
- Parents will indicate their preference for their child's class
 - Parents will receive an email early February notifying them of placement

How to Set Up Your Profile Ahead of Time:

1. **Log in to Your Account:**
Visit [this link](#) and enter your login information.
2. **Select "Members":**
On the left-hand side of the page, click "**Members**".
3. **Check Your Household Information:**
 - In the drop-down menu, review the list of household members.
 - If you notice anyone is missing, click "**Add a person**" and enter their details.
Note: You must enter a **birthdate** for each individual when adding them to your membership. This is a required field in the system. Without a birth date entered, you will not be able to purchase a membership.

How to Apply:

1. **Go to the Application Link:**
Visit <https://silverspringscommunity.ca/preschool/> and click the blue "Register" button.
2. **Log In:**
Use your email address and password to log in. If you've forgotten your password, click "Forgot password" to reset it.
3. **Select Your Child's Name:**
Find your child's name (currently enrolled in our program) and click the blue box next to their name.
 - If your child's name does not appear, click "**Add another person**" to add their details. Once you've selected your child, click **Checkout**.

4. **Purchase a 2025/2026 Membership:**

You will be prompted to purchase a membership:

- For families **living in Silver Springs**, select **Family Membership**.
- For families **living outside of Silver Springs**, select **Associate Membership**.

5. **Confirm Household Members:**

Select the blue box next to each person in your immediate household who will be included in the membership. Once selected, the box will turn green with a check mark. When done, click **Add to Cart**.

6. **Complete the Preschool Application:**

After adding the membership, you will return to the preschool application.

- Select your child's name again and click **Checkout**.
- Agree to the terms and conditions and click **Proceed to Checkout**.

7. **Finalize the Application:**

Fill out the necessary details and complete the payment process. Please note, during this step you will be uploading an image of a void check or your direct deposit details.

If you encounter any issues or have questions, please reach out to me directly. For the fastest response, email sara@silverspringscommunity.ca. I'm also available by phone 403-288-2616.