

# HOW TO REGISTER

**ONLINE**

or

**BY MAIL**

or

**IN-PERSON**

or

**BY PHONE**

Visit

[WWW.SPSS.ORG/ECFE](http://WWW.SPSS.ORG/ECFE)  
and register online!

Complete and mail your  
**REGISTRATION FORM TO:**  
ECFE, 1317 Charles Ave.,  
Saint Paul, MN 55104  
(after July 5)

Bring your  
**REGISTRATION FORM TO:**  
ECFE, 1317 Charles Ave.,  
Saint Paul, MN 55104  
(after July 5)

Call  
**651-793-5410**  
Interpretive services are  
available for families needing  
language support to register.

**ONLINE AND PHONE REGISTRATION BEGINS JUNE 1, 2022**

You will be notified by an email confirmation on whether you have been placed in a class or on a waiting list. Online registration shows real-time class availability.

**Please email the following information to [ecfe@spps.org](mailto:ecfe@spps.org) or bring on your first day of class:**

- Copy of your child's birth certificate (*if you are new to Saint Paul ECFE*)
- Copy of your child's current immunizations
- Student Information Form (*if you are new to Saint Paul ECFE*)
- Payment (*if you have not paid online*)

**SUBMITTING A REGISTRATION FORM DOES NOT GUARANTEE A SPOT IN ANY CLASS.**

## Program Details and Policies

- Registration opens June 1.
- In-person registration is at Early Childhood Hub West after July 5. In June, registration is available at Hamline Elementary. Please call 651-793-5410 prior to visiting.
- The sliding fee scale below lists recommended fees. Please pay what you are able to pay.
- Classes run the entire school year unless otherwise specified.
- All adult participants must have a child age birth to kindergarten entrance.
- Refunds can be made through the third week of class.
- Enrolled families who do not attend for three consecutive class weeks will forfeit their spot in class, as well as ECFE transportation. Families on waitlists will be offered these spaces in class. Preference is given to families residing in Saint Paul. If space is available after the second week of class, families residing outside of Saint Paul may enroll.
- Participants may make tax-deductible donations to sponsor other participating families.
- No family will be turned away due to inability to pay.
- Fees are collected upon registration for the 1st half of the year and on February 1, 2023 for the 2nd half of the year.\*
- ECFE reserves the right to cancel classes with low enrollment. Schedules are subject to change at any time.

## Suggested Fees\*

\*Fees are collected upon registration for the 1st half of the year and on February 1, 2023 for the 2nd half of the year.

Please pay what you're able to pay per semester.

|                       |        |
|-----------------------|--------|
| \$0 – \$49,999        | \$0    |
| \$50,000 – \$74,999   | \$50*  |
| \$75,000 – \$99,999   | \$100* |
| \$100,000 – \$124,999 | \$150* |
| \$125,000 – \$149,999 | \$200* |
| \$150,000+            | \$300* |

\*Above fees are collected upon registration and again on Feb. 1, 2023.

Choose the fee that best fits your family's ability to pay.

# REGISTRATION FORM

Register online at [spps.org/ecfe](http://spps.org/ecfe) or fill out the entire form and mail to: ECFE, 1317 Charles Ave., Saint Paul, MN 55104 or scan and email to [ecfe@spps.org](mailto:ecfe@spps.org). Call 651-793-5410 with any questions or to register by phone.

**Parent/Guardian Attending Class**

|   |   |  |   |
|---|---|--|---|
| Full Name   |   | Phone  | Email <i>(Required for distance learning)</i>                                   |
| Gender  | <input type="checkbox"/> Male <input type="checkbox"/> Female |  |   |
| Birth Date:   | Address:  |  |   |
| <i>House Number/Street/City/State/Zip Code (Include apartment number)</i> |   |  |   |
| Race<br>(Mark all that apply)   | <input type="checkbox"/> American Indian/Alaskan              | <input type="checkbox"/> Asian                     | <input type="checkbox"/> White <input type="checkbox"/> Other                   |
|   | <input type="checkbox"/> Black/African American               | <input type="checkbox"/> Hawaiian/Pacific Islander |   |
|   |   |  | Hispanic or Latino?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |

**Parent/Guardian Attending Class**

|   |   |  |   |
|---|---|--|---|
| Full Name   |   | Phone  | Email <i>(Required for distance learning)</i>                                   |
| Gender  | <input type="checkbox"/> Male <input type="checkbox"/> Female |  |   |
| Birth Date:   | Address:  |  |   |
| <i>House Number/Street/City/State/Zip Code (Include apartment number)</i> |   |  |   |
| Race<br>(Mark all that apply)   | <input type="checkbox"/> American Indian/Alaskan              | <input type="checkbox"/> Asian                     | <input type="checkbox"/> White <input type="checkbox"/> Other                   |
|   | <input type="checkbox"/> Black/African American               | <input type="checkbox"/> Hawaiian/Pacific Islander |   |
|   |   |  | Hispanic or Latino?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |

**Children Attending Class (please include expected children with due date as birth date)**

| First Name | Last Name | MI | Gender | Birth Date | Race | Special Needs (IEP, IFSP, Allergies, etc.) |
|------------|-----------|----|--------|------------|------|--|
|            |           |    |        |            |      |  |
|            |           |    |        |            |      |  |
|            |           |    |        |            |      |  |

**Class Choices**

| Choice | Class Name | Day of the Week | Site | Time of Day |
|--------|------------|-----------------|------|-------------|
| 1      |            |                 |      |             |
| 2      |            |                 |      |             |

**Additional Questions (for the parent/guardian completing the form)**

|  |  |
|--|--|
| Would you like to receive text messages from ECFE? <input type="checkbox"/> YES <input type="checkbox"/> NO  | Number of people in household: _____   |
| What is your home language? _____  | Do you need an interpreter? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Highest level of school completed: <input type="checkbox"/> Highest Grade Completed: _____ <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED   |  |
| <input type="checkbox"/> Some College (no degree) <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree |  |
| Annual Household Income: _____   | Do you need transportation? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Are you interested in volunteering? <input type="checkbox"/> No <input type="checkbox"/> Classroom Volunteer <input type="checkbox"/> Other: _____   |  |
| Emergency Contact: Name _____ Phone _____ Relationship _____   |  |

## Payment Information (Complete fee information is on page 13)

Online registration is preferred and begins June 1: [spps.org/ecfe](http://spps.org/ecfe)  
 Phone payment: 651-793-5410 • In-Person payment (after July 5): 1317 Charles Ave.

Based on the Suggested Fee scale, my family is able to pay: \_\_\_\_\_

Payment is collected upon registration and again on February 1, 2023\*. Scholarships are available.  
 Refunds will be given through the third week of class. No family will be turned away due to inability to pay.

Date Received: \_\_\_\_\_

Register at [spps.org/ecfe](http://spps.org/ecfe) or 651-793-5410