

B.E.C.E.C., INC.
Bambi Early Childhood Educational Center

1981 Homecrest Ave Brooklyn, NY 11229 Tel: (718)645-7010 Fax: (718)627-5192

2121 Bragg Street Brooklyn, NY 11229 Tel: (718)648-3332 Fax: (718)332-6633

2114 Brown Street Brooklyn, NY 11229 Tel: (718)368-1817 Fax: (718)368-0508

405 81 Street Brooklyn, NY 11209 Tel: (718)332-8556 Fax: (646)355-3434

UPK REGISTRATION INSTRUCTIONS

1. Go to <https://prod.semsnycdoe.com/parentsite/>
2. Click "Apply Now"
3. Click "Creat Account"
4. Close "Before You Start" window
5. In the field "Email Address" enter your valid email
6. In the field "Confirm Email Address" enter your valid email once again
7. In the "Create a Password" field enter a password of your choice. It must be at least 6 characters long and have a numeric character
8. In the "Confirm Password" field enter your password once again
9. Click Save & Continue
10. Enter Your Information
 - a. First Name
 - b. Last Name
 - c. Day Time Phone #
 - d. Night Time Phone # (this number is optional)
11. Click Save & Continue
12. Click Enter Address
13. Type in your address
14. Review your address
15. Enter apartment number if applicable. If residing in the private house enter "N/A"
16. Click Save & Continue

17. Click Continue again
18. Review your address and click Save & Continue
19. Click Finished
20. Close the application window
21. Open your email
22. Find an email from NYC DOE SEMS with subject line "NYC Department of Education – Online Application – Account Creation"
23. Click on the link provided in the email
24. Click "Begin A New Application"
25. Under the Pre-Kindergarten section, click "Apply Now"
26. Mark both checkboxes at the bottom of the screen
27. Click Save & Continue
28. Enter your CHILD'S information
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Gender
29. Click Save & Continue
30. In the first line of the program choices type in "BAMBI"
31. A drop box will appear where you can choose the location of your choice. Please choose the following:
 - a. For 1981 Homecrest Avenue – 21KACIFDPK – BAMBI DAY CARE
 - b. For 2121 Bragg Street – 22KCEIFDPK – BAMBI DAY CARE II
 - c. For 2114 Brown Street – 22KBQQFDPK – BAMBI DAY CARE III
 - d. For 405 81 Street – 20KBBBFDPK – BAMBI DAY CARE IV
32. Click Save & Continue
33. Choose your child's home language
34. Make sure the SECOND checkbox is marked
35. Mark a checkbox under "Does the applicant currently attend this program"
36. Click Save & Continue

37. Click Save & Continue again

38. On the Step 5 screen, answer yes or no depending on your situation

39. Click Save & Continue

40. Mark all check boxes

41. Click Save & Continue

42. Download or print your confirmation receipt

43. Fax or email your receipt to Yelena Sklyar

a. Fax # (718)333-1311

b. Email: registration@bambi.school