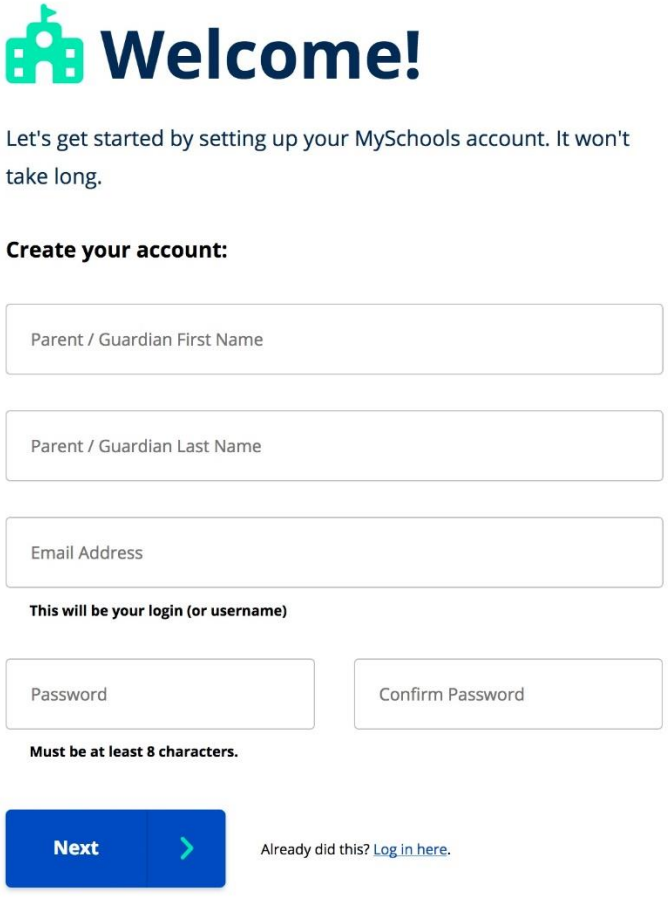
B. E. C. E. C., INC.
Bambi Day Care Centers
1981 Homecrest Ave, Brooklyn, NY 11229 Tel: (718) 645-7010, Fax: (718) 627-5192

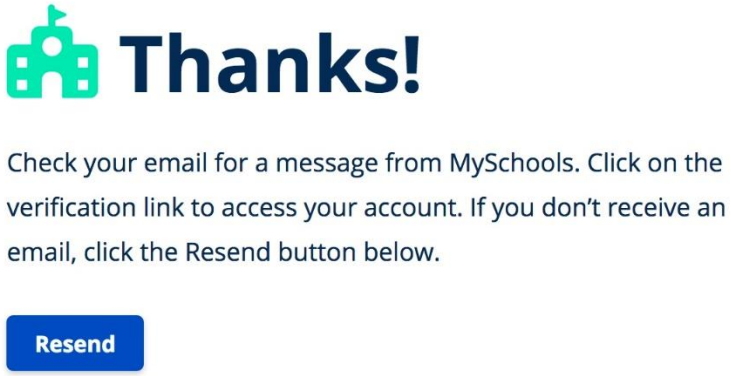
UPK REGISTRATION INSTRUCTIONS

- To register go to https://www.myschools.nyc/en/ or visit https://bambidaycarecenter.com/universal-pre-k-program/ and click on “Online Registration”

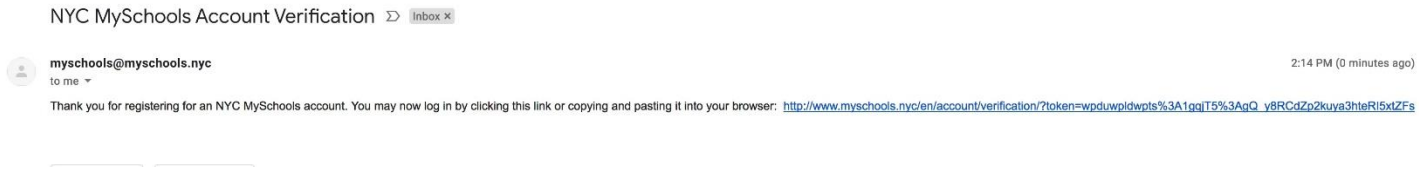
- Creat your account by entering your first name, last name, valid email, and password. Click Next.



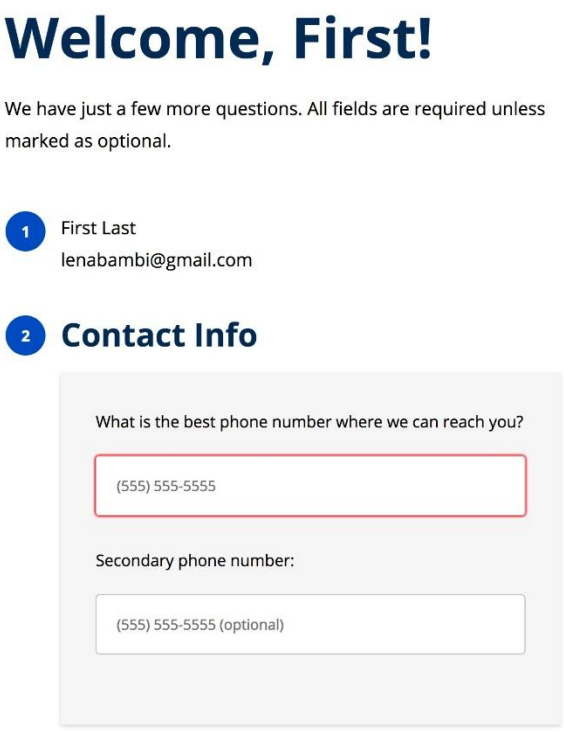
- The following message will appear. Please wait about 15 to 30 minutes before a verification email arrives.



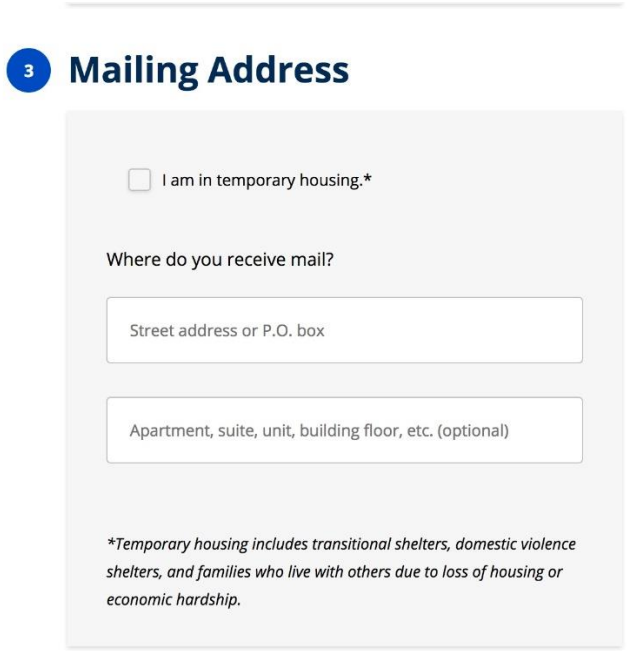
- Open the email and click on the link provided



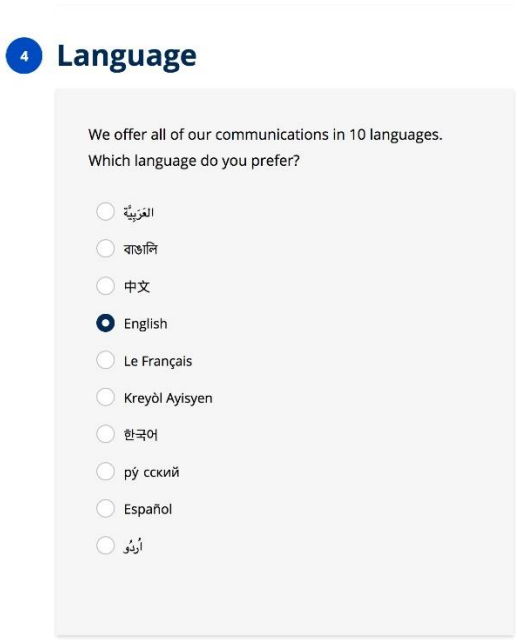
- The following screen will appear. Your first and last name along with your email will appear on the screen. Please fill out part 2 by entering the phone number where you may be reached. Entering the second number is optional.



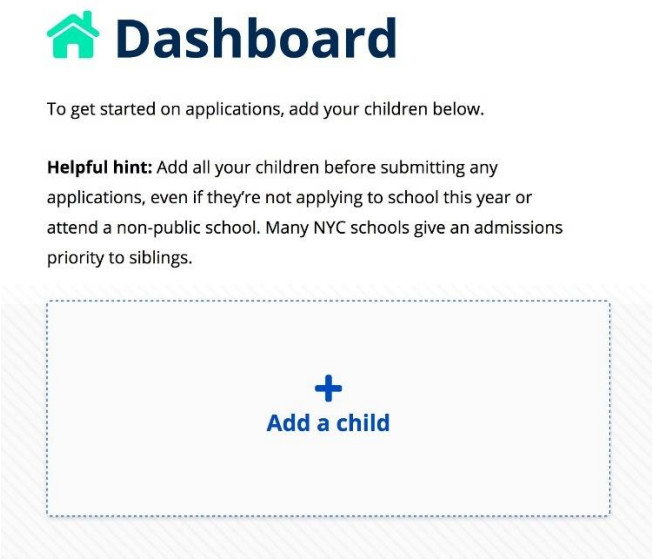
- In part 3, please fill out your home address. Please note, only children residing within NYC area are eligible for the UPK program. Do not click “I’m in temporary housing” checkbox unless you reside in a shelter.



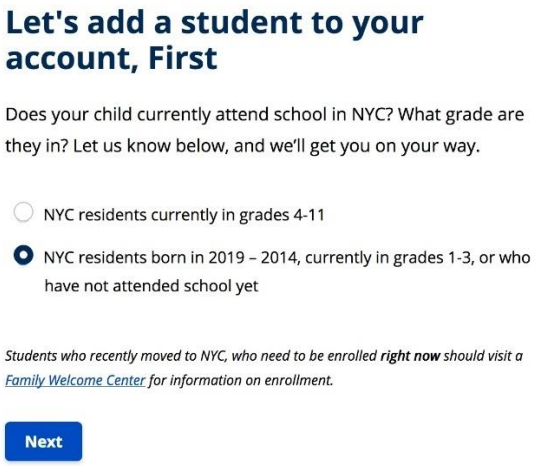
- Pick a language in which you want to receive further information from the Department of Education.



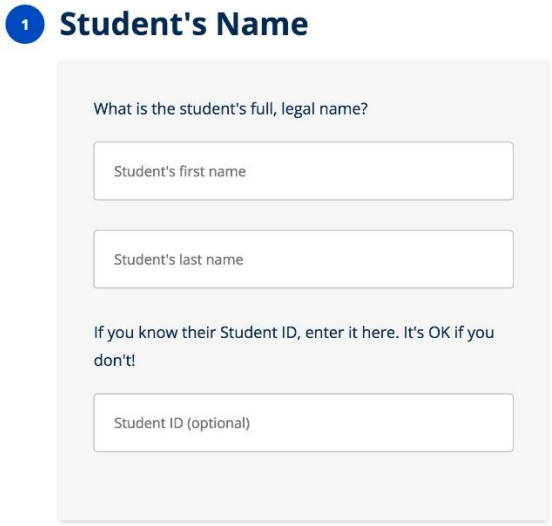
- The following screen will appear. Click “Add a child”



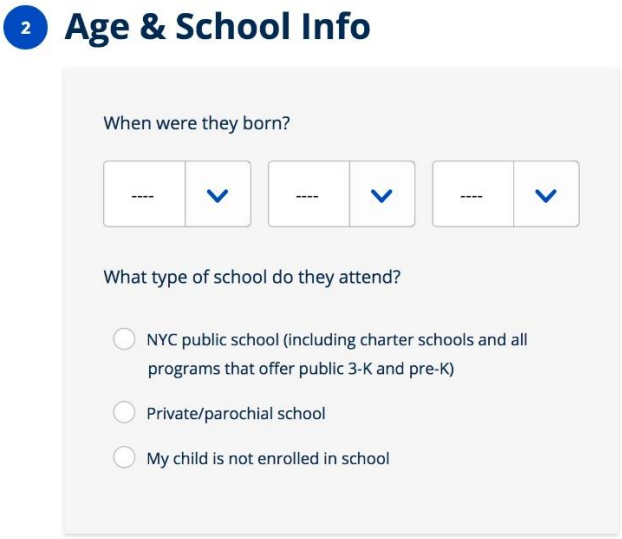
- Select “NYC residents born in 2019-2014, currently in grade 1-3, or who have not attended school yet” and click Next



- Start filling out your child's information. Please note: The Student ID field is optional and should be left blank.

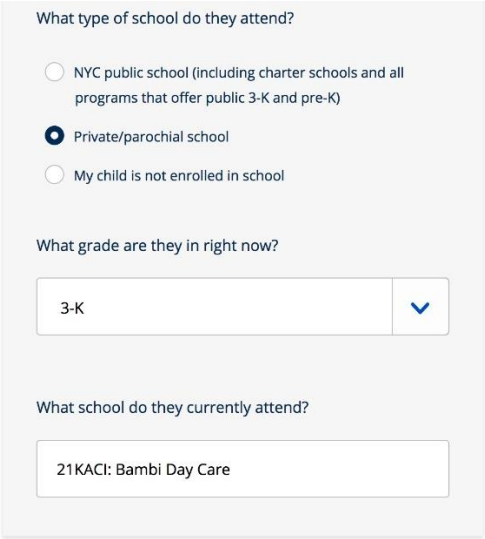


- From the drop-down menu, select your child's month, day and year of birth. Select where your child is currently placed. If your child is currently in Bambi Day Care or any other private day care, please select Private/parochial School. If your child is currently not attending any day care, please select "My child is not enrolled in school."

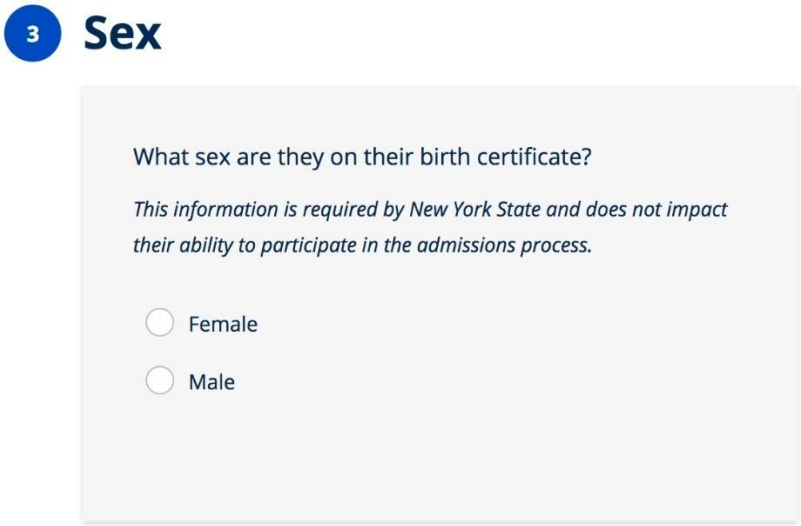


- Follow the next step **ONLY** if your child is currently enrolled in a day care. From the drop-down menu, select the appropriate grade level which is 3-K. Enter the name of the day care your child currently attends. For those parents whose children are currently in Bambi Day Care, the selection should be:

1981 Homecrest location	21KACI: Bambi Day Care
2121 Bragg Street location	22KCEI: Bambi Day Care II
2114 Brown Street location	22KBQQ: Bambi Day Care III
405 81 Street location	20KBBB: Bambi Day Care IV



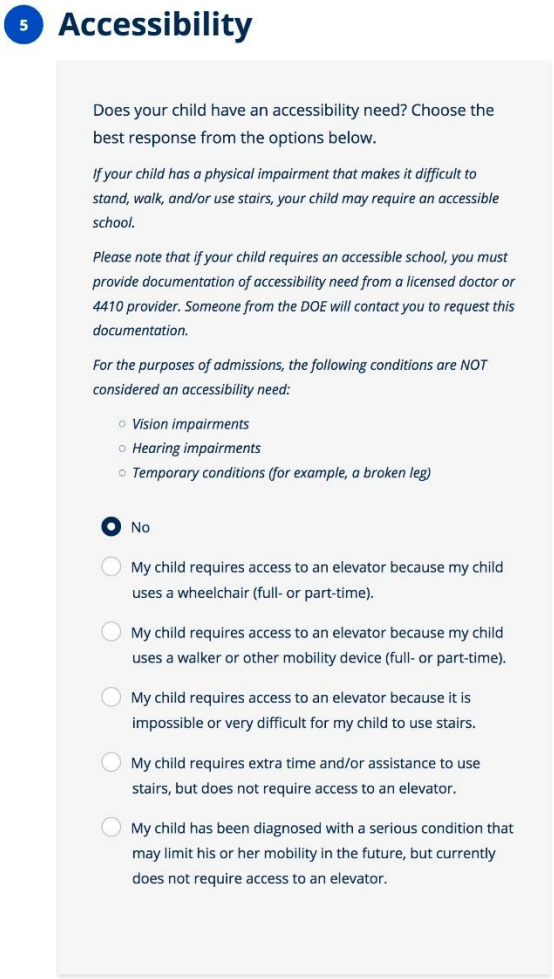
- Select child's gender



- Make sure the home address you have entered is correct

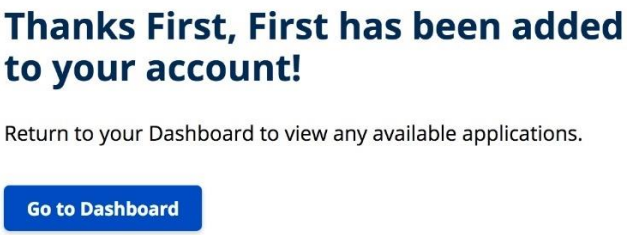
Please note this address is just an example. Your screen must reflect your home address.

- In case your child has a physical disability that requires handicap access, please specify what exactly your child needs. In case no disability is present select "no". Please note: for the purpose of this question, hearing, vision and temporary disabilities do not qualify.

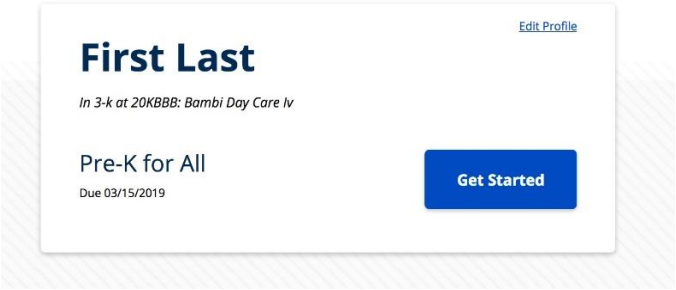


- Click Submit

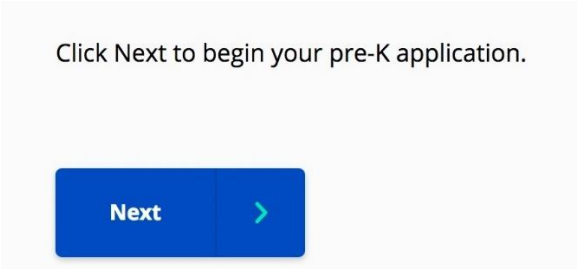
- Click Go to Dashboard



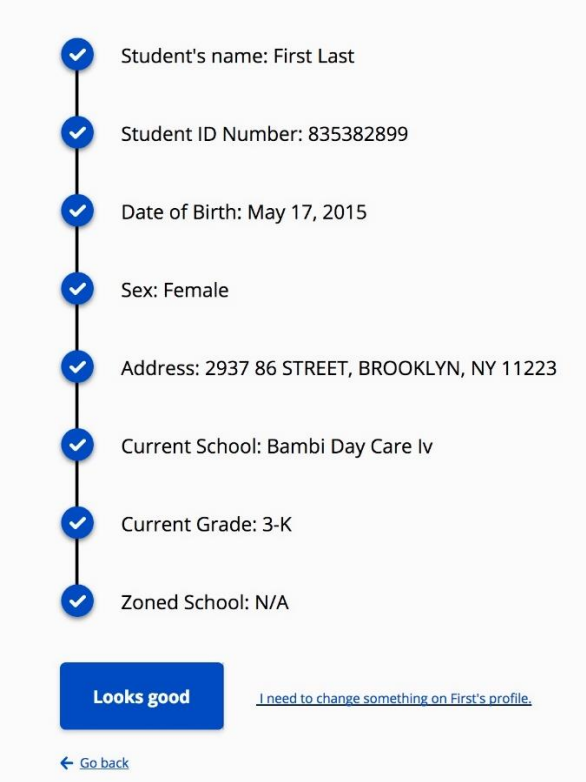
- Click Get Started



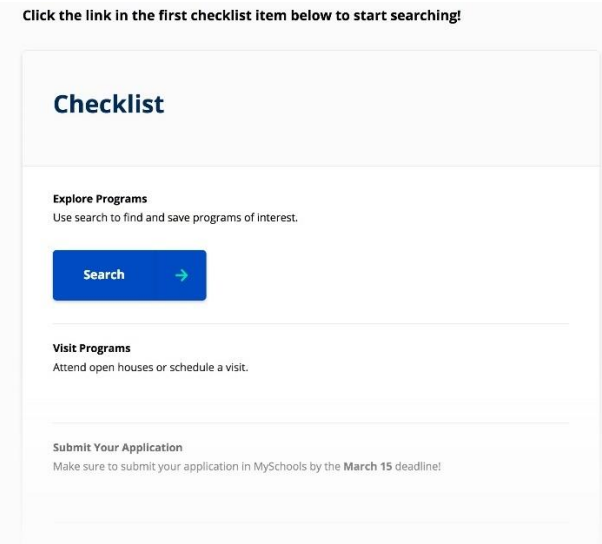
- Click Next



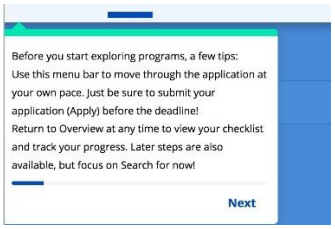
- Verify that the information is correct. Click Looks good to continue or “I need to change something…” in case you need to make any changes.



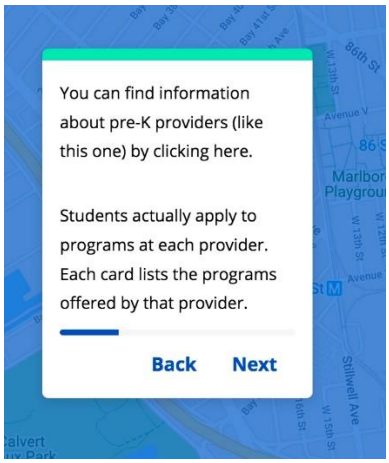
- Click Search



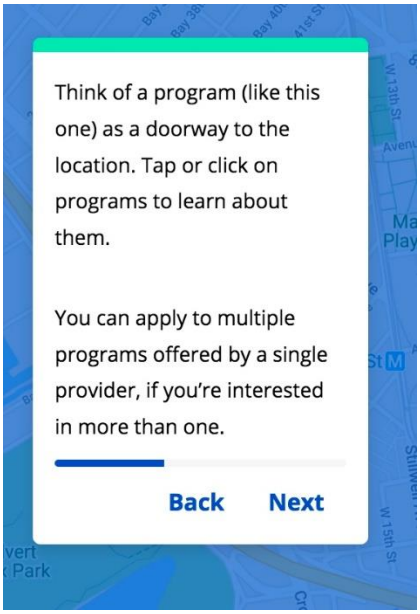
- Click Next



- Click Next

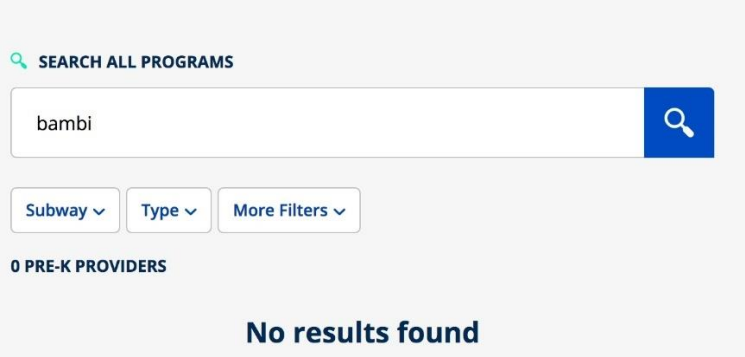


- Click Next

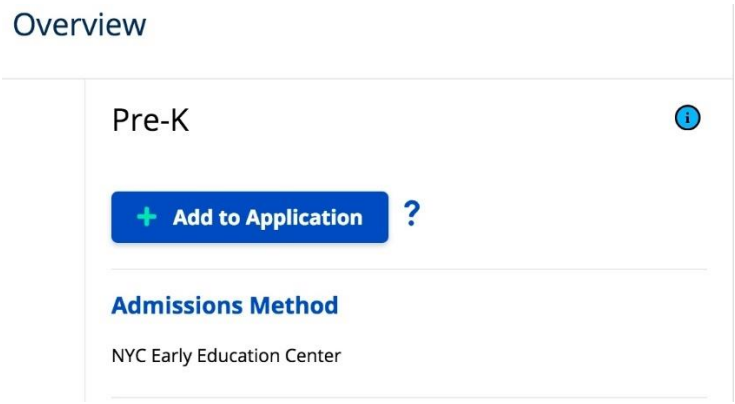


- Type in “Bambi” in the search field. Select one of the following, depending on your first choice:

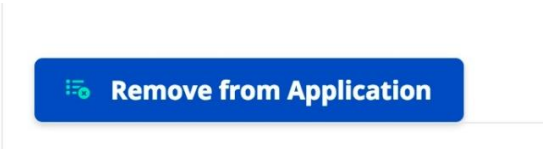
1981 Homecrest location	**21KACI: Bambi Day Care**
2121 Bragg Street location	**22KCEI: Bambi Day Care II**
2114 Brown Street location	**22KBQQ: Bambi Day Care III**
405 81 Street location	**20KBBB: Bambi Day Care IV**



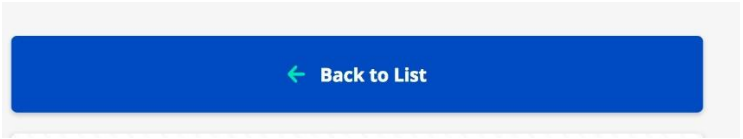
- Under Overview, click Pre-K. The “Add to Application” button will appear. Click on: “Add to Application.”



- Your selection will be added to your Saved page and the following message will appear.
DO NOT CLICK ON “REMOVE FROM APPLICATION”



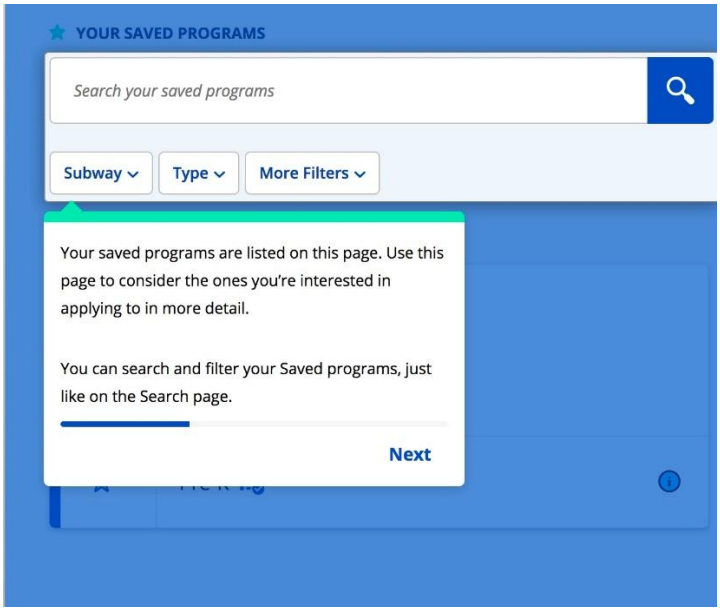
- Return to the top of the page and click on “Back to List.”



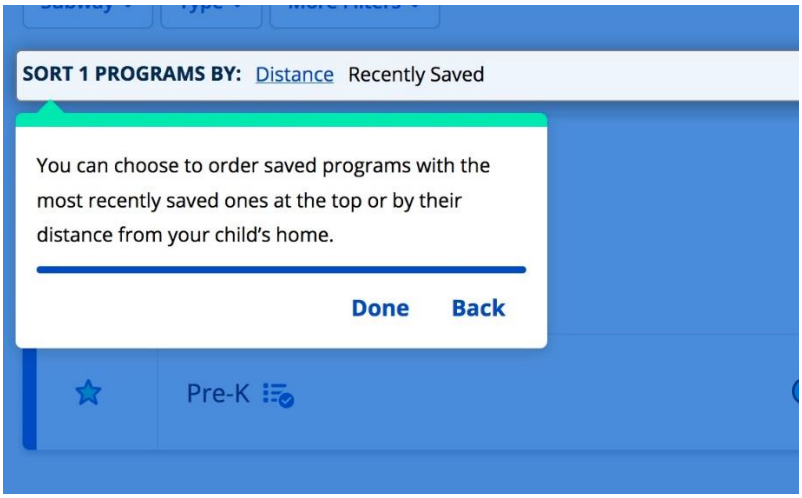
- **To ensure your child’s placement into the Bambi Day Care Centers, repeat all the steps described on this page to add all four Bambi locations.**

- Once you are finished adding all four locations, click Saved at the top of the screen.

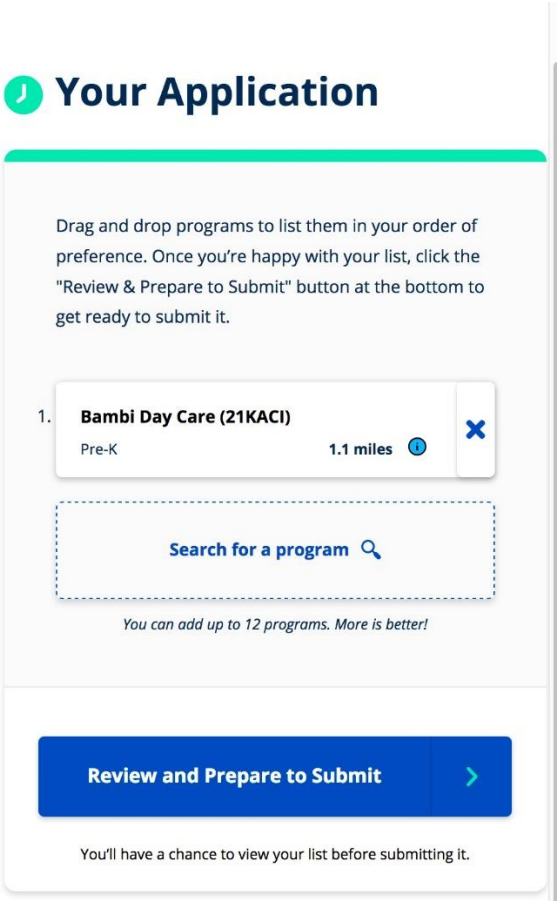
- The following screen will appear. Click Next.



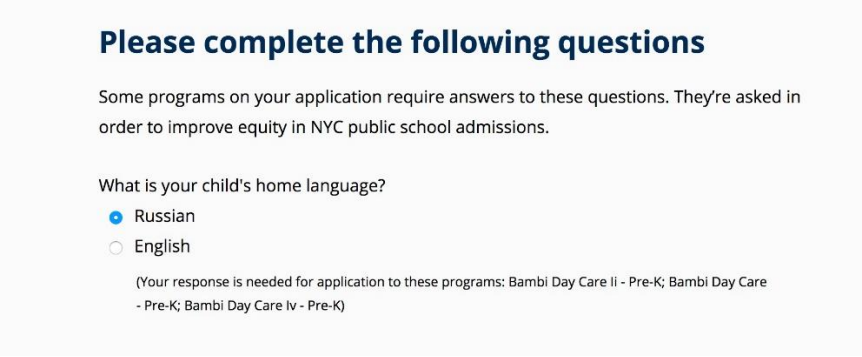
- Once you reach screen below, click Done.



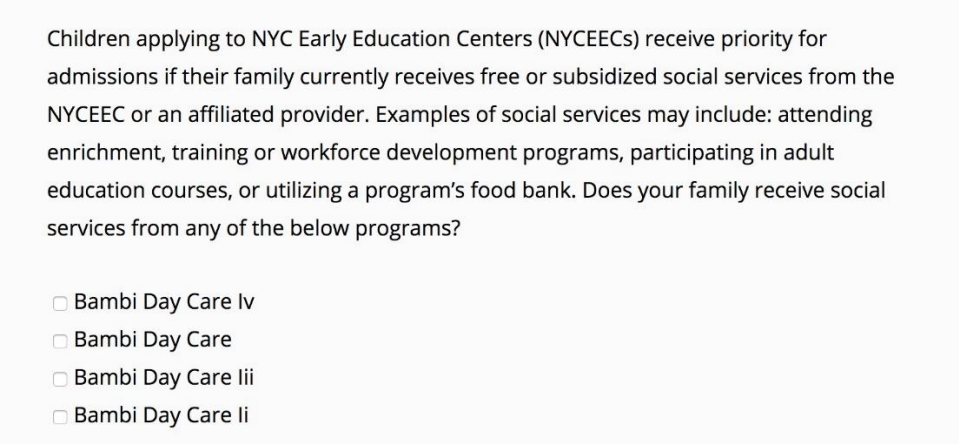
- Click on “Review and Prepare to Submit”



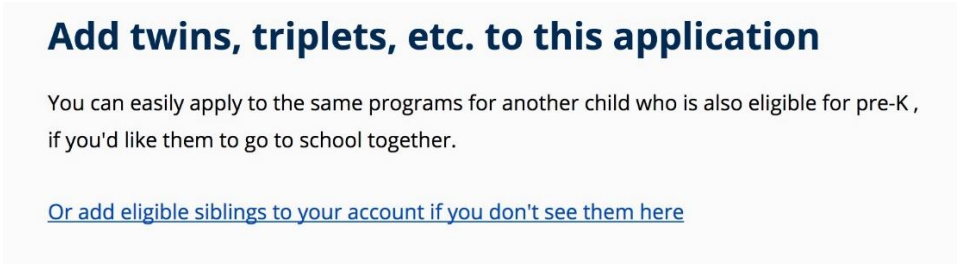
- On the following screen, select “Russian” as your home language (for Russian speaking families only). This will add the language priority to your application.



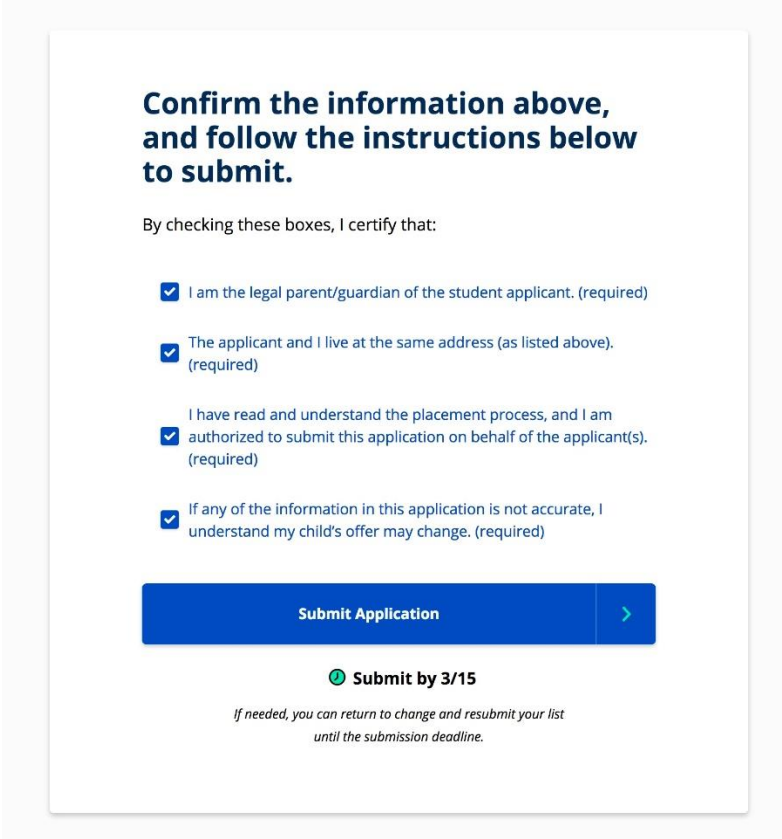
- **Do not** check off any of the following boxes. Bambi Day Care Centers do not provide any social services.



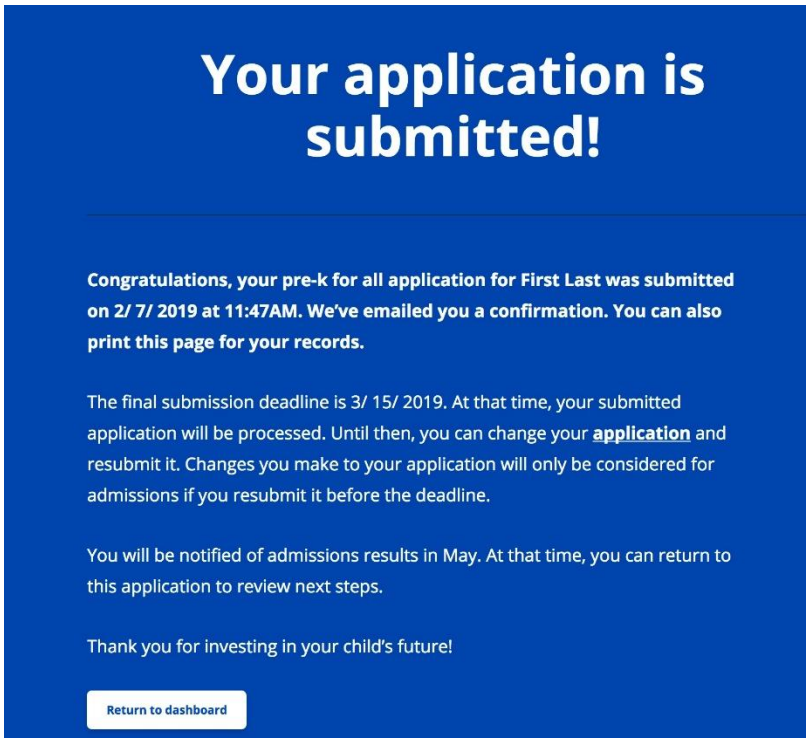
- Where applicable, to add a twin sibling, click on the "or add eligible siblings to your account" link provided and repeat all the steps described above.



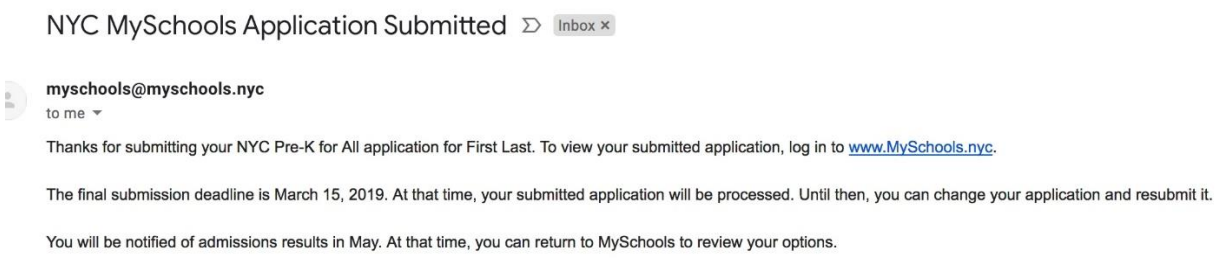
- Check off all the boxes and click submit application.



- At this point, your application is complete and submitted. A confirmation email will be sent to your account.



- Forward the confirmation email you received to lenabambi@gmail.com



Congratulations!
Your child's registration is now complete.