



NEW TO HARVEST LEARNING CENTER

New Family Instructions for Online Registration and Enrollment

1. Click on the Sycamore enrollment link provided by the School Office. <https://sycamore.school/login?schoolId=2386>
2. If you already have a Sycamore account, please log in using that information. If you do not have a Sycamore account, please click "Register" to create account. A new page will pop up and you will click "I need an account". You will be sent an email link to complete the registration process.
3. In the email, click "Complete Registration."
4. You will be asked to fill in name, address and contact information. Fill in name and address information, add a second contact. Then you will be asked to create a password. Checkmark the box to "Agree to Sycamore Terms of Service. Click "Save." If any other information still needs completed, it will be in RED. Go back and complete that required information.
5. You will then see the Welcome to the 2022-2023 Enrollment process message. Please make note of this information.
6. There are two parts to the admissions process: completion of the Sycamore online application, and completion of the Tuition and Fee Schedule that is provided.
7. At the lower right hand corner of the screen, click "add new student" and complete that information (name, birthdate, grade entering for 2022-2023 school year.) Click "save."
8. Click "continue" to fill in Student Basic Information
9. Click "continue" to fill in Family Medical Information. Please complete this information as it is necessary for your child's medical file. List any health issues here, or click "the student has no health issues."
10. At the "Review and Submit" area, complete the information before the application can be submitted.
11. Complete the Additional Information by answering if your student has an IEP (Individualized Education Plan): Yes or NO
12. Complete the Required Agreements by clicking "response needed."
13. Click "continue." Complete the Essays listed. And then click "Save."



14. Click "Continue" to review the Attachments. It is **required** to download the following attachments. You can (1) fill in the forms, "Save As" on your computer and upload in the "Documents" section or (2) download the forms, fill in the information and **turn in to the school office**.
 - HLC Consent to Treat (required)
 - HLC Transportation and Emergency Contact Form (required)
 - HLC Pictures/Social Media Permission (required)
 - HLC Handbook (required)
 - HLC Incident Report (for your information)
 - HLC Tuition and Fee Schedule (required)
15. At the Documents tab, you can (but are not required) upload the 5 required documents here. Then click "continue."
16. Complete Family Contacts (You must add an Emergency Contact here)
17. Complete Family General Information, click "continue."
18. Complete the Family Additional Information and your Church information. Click "continue."
19. At the "Review and Submit" area, anything that has not been answered will be listed here. You must upload required documents and answer any required questions that are still listed.
20. Click "Submit Application."
21. You will see a message stating that your application has been submitted. Within a few business days a registration invoice will be sent to the email address you have provided.
22. If you have more children to enroll, complete the steps listed above for each additional child.

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Students will be fully registered when the following items have been completed:

1. Online application is submitted (and we have received the emailed confirmation),
2. Tuition and Fee Schedule has been completed and turned in to the School office
3. Registration invoice has been paid via emailed invoice (checks will not be accepted).

Please be aware that classes may fill up. If need be, we will place students on waiting lists when open enrollment begins. February 16 (Wednesday) is open enrollment for new Harvest Learning Center families

Thank you, Harvest Learning Center