



Dear Parents:

### **Registration 2017**

It's time to register for Fall 2017!! Once again, you will sign-in electronically:

**\*\* To sign-in electronically, send an email to [mydiscoveryschool@gmail.com](mailto:mydiscoveryschool@gmail.com) at 9:00pm on Tuesday, January 31, 2017.**

\*\* Your email will be time stamped, and families will be enrolled in the order in which their email is received. (As you may recall from last year, many families will press "send" at approximately the same instant, so placement in our virtual line may come down to the difference of a nano-second!)

\*\* In the body of your email, please list your child(ren)'s name(s), age(s) as of **September 1, 2017**, the program(s) you are requesting, and a phone number where you can be contacted.

*(for example: Dora Discovery; 3 yrs; 3 day 3 year olds and Diego Discovery; 20 months; Mother's Day Out 210.123.4567)*

\*\* You will receive an automated response to verify receipt of your email. If you do not receive a verification response within 15 minutes, re-send your class request. If that attempts fails, text Mary at 210.885.1178

**\*\* the email sign-in window will close at 7:30am on Wednesday, February 1, 2017.** If you do not sign-in electronically, you can sign-in in the Office beginning at 7:30am on February 1<sup>st</sup>. You will be placed in line as of that time.

No other sign-in lists will be honored. Any email received prior to 9:00pm on January 31<sup>st</sup>, will not be accepted and your email will be kicked back.

Download registration forms, the demographic survey, Parent Release and Scholarship forms from the Discovery School website.

Turn in your completed paperwork and pay your fees on Wednesday, February 1<sup>st</sup>, at 8:15 in our Butterfly Wing next door. The number assigned to you when your sign-in email was received will be recorded on the top of your form(s). Classes are filled in numerical order - and some will fill quickly. If you want to assure you are in a particular class offering, it is best to sign-in as early as possible. If we are not able to place you in your first choice, you will be placed

in your second choice and notified by the Office. If we do not contact you, you can assume your child was placed in your first choice.

### **Fees**

Registration fees of **\$200 for the first child, \$100 for the second, and \$50 for the third child** are due at registration. Registration fees guarantee your class position and are, therefore, non-refundable if you withdraw. Supply fees are due by June 1<sup>st</sup>. The only reminders you will receive will be on your May statement and on the Parent Portal. If you would like to pre-pay or make monthly installments, please contact the Office prior to June 1<sup>st</sup>. In July, you will receive an invoice for ½ month's August tuition and your \$75 Annual Activity which will be due by August 10<sup>th</sup>. Thereafter, monthly statements will be issued by the 1<sup>st</sup> of each month and are payable by the 10<sup>th</sup> or a late fee of \$25 will be applied.

### **Scholarship**

Discovery School is proud to offer financial assistance to qualified families. We realize asking for financial assistance might be uncomfortable, but Scholarship enables families to give their child the highest quality early educational experience. Let us help make Discovery School a financial possibility for your family. More information about service hours and Application forms are available in the Office, on the Parent Portal and at registration. Scholarship determinations are typically made by May.

### **Registration Process Re-cap**

- \*\* **Tuesday, January 31<sup>st</sup> 9:00pm** – “sign-in” to registration by sending an email to [mydiscoveryschool@gmail.com](mailto:mydiscoveryschool@gmail.com)
- \*\* in your email, list your child's name, age, class request and a phone number
- \*\* you will receive an automated response to verify receipt of your email
- \*\* you will be assigned a number based on the time your email is received
- \*\* download forms from website (Registration and parent release forms are required for each child; only one demographic survey per family is necessary)
- \*\* **Wednesday, February 1<sup>st</sup>** - starting at 8:15 am, bring registration forms and fees to our Butterfly Wing next door
- \*\* You will be enrolled in the order of the number assigned at sign-in. Your registration is complete when all paperwork and fees have been received. Open enrollment for alumni begins on February 6<sup>th</sup>, **so any class spots not guaranteed with proper documentation and payment as of February 6<sup>th</sup> will be considered open.**

Please contact the Office if you have any questions.