



Dear Parents:

Registration 2020

It's time to register for Fall 2020! As in prior years, you sign-in electronically to register your currently enrolled child(ren) and their siblings.

To register:

- ❖ **STEP 1: At 9:00pm on Sunday, February 2, 2020, sign-in online by sending an email to mydiscoveryschool@gmail.com**
 - In the body of your email, please list your child(ren)'s name(s), Date of Birth, as of **September 1, 2020**, the program(s) you are requesting, and a phone number where you can be contacted.
 - *for example: Dora Discovery; 12/20/2014; Kindergarten
Diego Discovery; 12/30/16; 3 day 3 year olds;
contact# 210.123.4567*
 - Your email will be time stamped when received and you will be assigned a number based on this time.
 - Families will be enrolled in the order in which their email is received. Many families will press "send" at approximately the same instant; placement in our virtual line may come down to the difference of a nano-second!
 - ***Please note any email received prior to 9:00pm on February 2nd will not be accepted and your email will be kicked back.***
 - 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 attempt fails, text Mary at 210.885.1178.

Online sign-in will close at 7:30am on Monday, February 3, 2020. If you do not sign-in electronically, you can sign-in in the Office beginning at 7:30am on February 3rd. You will be placed in line as of that time.

- ❖ **STEP 2: Download and print the following forms**
 - Registration Form (one per child)
 - Demographic Survey (only one per family required)
 - Parent Release Forms (there are 2 different forms for each child)
 - Scholarship Forms (if applicable)

❖ **STEP 3: Turn in your forms and fees on Monday, February 3rd**

- Bring registration forms and fees next door to our Butterfly Wing between 8:15-9:15 (Note: if you are currently enrolled in auto debit, your fees will be deducted on the 10th)

❖ **COMPLETION:** 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.

- 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.
- *Please Note:* Open enrollment for alumni begins on February 8th, any class spots not guaranteed with proper documentation and payment as of February 8th will be considered open.

Fee Information

DUE AT REGISTRATION:

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.

DUE BY JUNE 1ST:

Supply Fees are equal to one month's tuition and are due by June 1st. The only reminders you will receive will be on your May statement and on Parent Square. If you would like to pre-pay or make monthly installments, please contact the Office prior to June 1st.

DUE BY AUGUST 10TH:

In July, you will receive an invoice for 1/2 month's August Tuition and your \$80 **Annual Activity Fee** which will be due by August 10th. Thereafter, monthly statements will be issued by the 1st of each month and are payable by the 10th or a late fee of \$25 will be applied.

(Note: if you are enrolled in auto debit, your fees will be deducted on the 10th)

Scholarship Information

Let us help make Discovery School a possibility for your family! Discovery School is proud to offer financial assistance to qualified families. Although special circumstances are considered for all of our families, in general, a family of 4 with an income of \$75,000 or less would qualify for some amount of financial assistance. In an effort to balance the higher tuition rates in Kindergarten and 1st Grade, an additional 10% will be awarded. More information about service hour requirements and application forms are available in the Office, on Parent Square, and at registration. All applications submitted by April 1st will be considered, and scholarship determinations are typically made by May.

Thank you and please contact the Office if you have any questions.