



Discovery School

222 Salem
San Antonio
210.344.3472

www.mydiscoveryschool.com

New Family Registration for Fall 2020

Welcome to Discovery School! We are excited for you to join our School family. Attached is the registration process for new families.

To sign-in electronically at 9:00pm on Sunday, March 1, 2020

- ❖ **STEP 1: Send an email to mydiscoveryschool@gmail.com at 9:00pm on Sunday, March 1, 2020**
 - 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. Other families will press "send" at approximately the same instant; placement in our virtual line may come down to the difference of a nano-second!
 - 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.
 - **If you do not sign-in electronically, you can call the School Office beginning at 7:00am on Monday, March 2, 2020.** Please leave a message including the time of your call, your child's name, date of birth, program you are requesting, and a phone number where you can be reached. You will be placed in line as of that time. There will not be verification given for a phone message.
 - *Please note: Any email received prior to 9:00pm on March 1st, or voice message received prior to 7:00am on March 2nd, will not be accepted.*
- ❖ **STEP 2: Enrollment begins at 8:00am on Friday, March 1, 2019. Families will be contacted by phone in the order their registration was received,** and children will be placed accordingly.
 - Due to limited openings in some classes, if we are not able to place you in your first choice, you will have the option of taking an available opening and/or being placed on a waiting list.

- ❖ **STEP 3: Download and print the following forms to turn in with your fees...**
 - 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 4: Turn in your forms and fees by March 20, 2020.**
 - Mail or bring your registration forms and fees to the Discovery School Office

- ❖ **COMPLETION:** Your registration is complete when all paperwork and fees have been received.

Fee Information

DUE AT REGISTRATION:

Registration Fees of **\$250 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. There is a \$50 fee per family to be placed on a waiting list.

DUE BY JUNE 1ST:

Supply Fees are equal to one month's tuition and are due by June 1st. Your invoice will be emailed in May. 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: to enroll in auto-debit, submit the ACH form and a voided check. Fees are deducted on the 10th of the month)

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.

We appreciate your interest in our School, and hope one of our classes will meet your needs. We look forward to hearing from you soon.

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