



## Registration 2021 Current Families

Dear Discovery School Families:

It's time to register for Fall 2021!

As in the past, you will sign-in electronically to register your currently enrolled children and their siblings on **Sunday, January 31, 2021 at 9:00pm.**

### To register:

❖ **STEP 1: At 9:00pm on Sunday, January 31<sup>st</sup>, send an email to [mydiscoveryschool@gmail.com](mailto:mydiscoveryschool@gmail.com)**

- In the body of your email, please list your child(ren)'s name(s), Date of Birth as of **September 1, 2021**, the program(s) you are requesting, and a phone number where you can be contacted.
  - *for example: Dora Discovery; 12/20/2015; Kindergarten*  
*Diego Discovery; 12/30/17; 3 day 3 year olds;*  
*contact# 210.123.4567*
- Your email will be time stamped when received and families will be enrolled in that order
  - Please note that many families will press "send" at approximately the same instant; your placement in our virtual line may come down to the difference of a nano-second!
  - ***Any email received prior to 9:00pm on January 31<sup>st</sup> 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 closes at 7:30am on Monday, February 1, 2021.** If you do not sign-in electronically, you can call the School Office after 7:30am on February 1<sup>st</sup> to sign-in, and will be placed in line as of that time.

❖ **STEP 2: Download and print the following forms from Parent Square**

- 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 by Monday, February 8<sup>th</sup>**

- Drop off or mail your registration forms and fees to the School Office  
(Note: if you are currently enrolled in auto debit, your fees will be deducted on the 10<sup>th</sup>)
- ❖ **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 8<sup>th</sup>, any class spots not guaranteed with proper documentation and payment as of February 8<sup>th</sup> 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 JULY 10<sup>th</sup>

**Supply Fees** are equal to one month's tuition and are due by July 10<sup>th</sup>. The only reminders you will receive will be on your July 1<sup>st</sup> statement and on Parent Square. If you would like to make prepayment arrangements, please contact the Office prior to July 1<sup>st</sup>.

DUE BY AUGUST 10<sup>TH</sup>:

August 1<sup>st</sup>, you will receive an invoice for 1/2 month's August Tuition and your \$80 **Annual Activity Fee** 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.

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

### **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, the Scholarship Committee will review each application submitted regardless of where the applicant falls within the financial guidelines. In an effort to balance the higher tuition rates in Kindergarten and 1<sup>st</sup> 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 1<sup>st</sup> will be considered, and scholarship determinations are typically made by May.

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