



Registration 2021 Returning Alumni

Dear Discovery School Families:

We hope this finds you and your family doing well. We have truly missed you! You are still a treasured part of our Discovery School family, and hope you are considering returning in the Fall. In the spirit of that hope, we have opened a special day for you to register.

You will sign-in electronically to register your child(ren) on **Wednesday, February 3, 2021**.

To register:

- ❖ **STEP 1: At 9:00pm on Wednesday, February 3, 2021, send 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, 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 any email received prior to 9:00pm on February 3rd 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 Thursday, February 4, 2021. If you do not sign-in electronically, you can call the School Office after 7:30am on February 4th 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 on Monday, February 8th**

- Drop off or mail your registration forms and fees to the School Office
(Note: if you would like to reactivate your auto debit account, please contact the Office, and 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 **\$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.

DUE BY JULY 10th

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

DUE BY AUGUST 10th:

August 1st, 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, 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 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.