



Registration 2022 Legacy Alumni

Dear Discovery School Alumni Families:

We hope this finds you and your family doing well. We are looking forward to having you back at Discovery School!

Registration may have changed since you were last at Discovery School, so here is a brief explanation of the current process to register on **Monday, February 7, 2022**.

To register:

- ❖ **STEP 1: On Monday, February 7, 2022, call the School Office after 7:30am or send an email to mydiscoveryschool@gmail.com**
 - In your voicemail or in the body of your email, please list your child(ren)'s name(s), Date of Birth as of **September 1, 2022**, the program(s) you are requesting, and a phone number where you can be contacted.
 - *for example: Dora Discovery; 12/20/2016; Kindergarten
Diego Discovery; 12/30/18; 3 day 3 year olds;
contact# 210.123.4567*
 - Your voicemail or email will be time stamped when received and families will be enrolled in that order
 - ***Please note any message or email received prior to 7:30am on February 7th will not be accepted and your email will be kicked back.***
- ❖ **STEP 2: 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 from the School website or 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 4: Turn in your forms and fees by Monday, February 14th**
 - Drop off or mail your registration forms and fees to the School Office
(Note: if you would like to set up an auto debit account, please contact the Office, and your fees will be deducted on the 10th)

- ❖ **COMPLETION:** Your registration is complete when all paperwork and fees have been received.
 - *Please Note:* Open enrollment for new families begins on March 1, 2022. Any class spots not guaranteed with proper documentation and payment as of February 14th 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.

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

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.

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

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 automatically 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% assistance 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.