



Discovery School

222 Salem
San Antonio
210.344.3472

www.mydiscoveryschool.com

Registration for Fall 2024 New Families

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 Thursday, February 29, 2024

- ❖ **STEP 1: Send an email to mydiscoveryschool@gmail.com at 9:00pm on Thursday, February 29th**
 - In the body of your email, please list your child(ren)'s name(s), Date of Birth as of **September 1, 2024** the program(s) you are requesting, **and a phone number where you can be contacted.**
 - *for example: Dora Discovery; 12/20/2018; Kindergarten
Diego Discovery; 12/30/20; 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 Friday, March 1, 2024.** 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 February 29th, or voice message received prior to 7:00am on March 1st, will not be accepted.*
- ❖ **STEP 2: Enrollment begins at 8:00am on Friday, March 1, 2024. 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 25, 2024.**
 - Mail or bring your registration forms and fees to the Discovery School Office
 - Contact our Office Manager, Cynthia Rodriguez, if you would like to enroll in auto-debit

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

Fee Information

DUE AT REGISTRATION:

Registration Fees of **\$300 for the first child, \$150 for the second, and \$100 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 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 12TH:

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 12th. 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 in Kindergarten and 1st Grade, an additional 10% of assistance will be awarded. More information about service hour requirements and application forms are available in the Office, on the School website, 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.