



Discovery School

222 Salem
San Antonio
210.344.3472

www.mydiscoveryschool.com

Registration for Fall 2025 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

- ❖ **STEP 1: At 9:00pm on Sunday, March 2, 2025, 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, 2025** the program(s) you are requesting, **and a phone number where you can be contacted.**
 - *for example: Dora Discovery; 12/20/2019 Kindergarten
Diego Discovery; 12/30/21; 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: other 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!
 - 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 our Director, Mary Stanchak, at 210.885.1178.
 - **Online sign-in closes at 7:30am Monday, March 3, 2025.** If you do not sign-in electronically, you can call the School Office after 7:30am on March 3rd. 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. You will not receive any verification for a phone message.
 - *Please note: Any email received prior to 9:00pm on March 2nd or voice message received prior to 7:30am on March 3rd will not be accepted.*
- ❖ **STEP 2: Enrollment begins at 8:30am on Monday, March 3, 2025. 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 28, 2025**
 - Mail or bring your Registration forms and fees to the Discovery School Office
 - If you would like to enroll in auto-debit, contact our Office Manager, Cynthia Rodriguez, (210.344.3472) or send an email to DiscoverySchoolDirector@gmail.com

- ❖ **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 secure 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 15th :

Enrollment Fees guarantee your enrollment and are equal to one month's tuition. The Enrollment Fee is due by July 15th and is non-refundable if you withdraw. You will receive a payment due reminder 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 15th)

DUE BY AUGUST 15th:

On August 1st, you will receive an invoice for 1/2 month's August Tuition and your **Annual Activity Fee** which is due by August 15th. Thereafter, monthly statements will be issued by the 1st of each month and are payable by the 15th 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 15th)

Scholarship Information

Discovery School is proud to offer financial assistance to our families. The Scholarship Committee reviews each application regardless of where the applicant falls within the financial guidelines. Special circumstances (loss of income, medical expenses, significant life change) are also taken into consideration. In an effort to balance higher tuition rates in Kindergarten and First Grade, an additional 10% of 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.

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.