



Registration 2025 Current Families

Dear Discovery School Families:

It's time to register for Fall 2025! We're looking forward to sharing another year of Learning with you and your family.

Registration for the 2025–2026 academic year opens on Monday, February 3, 2025. As a currently enrolled family you have priority registration.

To register your currently enrolled children and their siblings:

STEP 1: Sign-in online at 9:00 pm Sunday, February 2nd by sending 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 old's
contact# 210.123.4567
- Your email will be time stamped with the time it is 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 February 2nd 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 3, 2025.**
- If you do not sign-in electronically, you can call the School Office after 7:30am on February 3rd and you will be placed in line as of that time.

❖ **STEP 2: Enrollment begins at 7:30am on Monday, February 3rd.**

- Families are enrolled in the order their registration was received.
- If we are not able to place you in your first choice, you will be notified by the Office. **If we do not contact you, you can assume your child was placed in your first choice.**

- ❖ **STEP 3: 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 4: Turn in your forms and fees by Friday, February 14th**
 - 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 automatically deducted on the 18th)
- ❖ **COMPLETION:** Your registration is complete when all paperwork and fees have been received.
 - *Please Note:* Open enrollment for alumni begins on February 10th, 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, \$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.

(Note: if you are enrolled in auto debit, your fees will be automatically deducted on the 18th)

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.

Please contact the Office if you have any questions.