



Registration 2025 Legacy Alumni

Dear Discovery School Legacy Alumni:

We've missed you and are looking forward to you and your family returning to Discovery School!

Registration for the 2025 – 2026 academic year opens in February, and as a Discovery School Alumnus, you have priority over waiting list or new families. Legacy Alumni (you!) register on **Monday, February 10, 2025**.

To register:

- ❖ **STEP 1: On Monday, February 10, 2025, 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, 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 call, voicemail, or email message 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 10th 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 Friday, February 28th**

- 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 18th)

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

- *Please Note:* Open enrollment for new families begins on March 3, 2025. Any class spots not guaranteed with proper documentation and payment as of February 28th will be considered open.

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.

(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.

Thank you and please contact the Office if you have any questions.