



# REGISTRATION POLICIES AND GUIDELINES

## **ENROLLMENT DATES - 2012 / 2013 School Year**

1. **Priority Enrollment** will begin **Tuesday, January 17, 2012** for eligible families (currently enrolled, church members and alumni) and end **Monday, January 30, 2012, 3:30pm**.
2. **General Public Enrollment** will begin **Tuesday, January 31, 2012** and will remain open until all spots are filled.

## **PAPERWORK COLLECTION**

1. Registration paperwork will be collected and time stamped by the Registrar on the first day of each enrollment period. Paperwork will be collected and time stamped by the main office when the Registrar is not available.
2. **Only paperwork for one family may be submitted at a time.** A registrant may submit additional forms (i.e. a friend's paperwork) but those forms will be time stamped as if received at the end of the line.
3. **Paperwork MUST be complete to be processed. This includes BOTH a 1st AND 2nd choice of class times. Failure to comply will result in a new time-stamp once the forms are completed.**

## **TIME STAMP & ORDER**

1. Paperwork will be time stamped upon receipt to ensure priority order.
2. Paperwork received prior to the eligible enrollment period will be time-stamped at the end of the first day of the enrollment period.
3. Paperwork turned in to the office by hand after the first day of the enrollment period will be time stamped and placed in order of receipt.
4. Paperwork mailed in during the enrollment period will be time stamped at the end of the day received.

## **CLASS ASSIGNMENTS\***

1. Class assignments will follow time-stamp order.
2. Children who are not assigned their first choice will automatically be placed on the waitlist for that class, honoring the same order.
3. If the first choice is not available, the second choice will be honored whenever possible. If the second choice is also unavailable (a rare occurrence), the child will be assigned to the third choice or an open class (if no third choice listed).

*\* PLEASE NOTE: The Director of Education reserves the right to make final decisions regarding placement to ensure that all children's educational needs are addressed. Parents will be contacted by the Director of Education to discuss this if such a change is deemed necessary.*

## **FOLLOW UP**

1. Registrars will send an email to each registrant acknowledging receipt of paperwork.
2. Packets with class assignment and other relevant information will be sent out during the first week of March.

# TUITION & FEES POLICY

School Year 2012-2013

## 2012-2013 Full Tuition\*

*Payments due are highlighted in gray. Payments may be paid in full in May 2012 or using the Payment Plan Schedule below.*

	<b>Due Date</b>	<b>2 ½ Year Old 2 Day</b>	<b>3 Year Old 2 Day</b>	<b>3 Year Old 3 Day</b>	<b>4 Year Old 3 day</b>	<b>4 Year Old 4 Day</b>	<b>Kindergarten Extension</b>
<b>Full Tuition</b>		<b>\$1750</b>	<b>\$1750</b>	<b>\$2425</b>	<b>\$2425</b>	<b>\$3000</b>	<b>\$3100</b>
<i>Applied from Registration</i>		(\$100)	(\$100)	(\$100)	(\$100)	(\$100)	(\$100)
<b>Total Due</b>		<b>\$1650</b>	<b>\$1650</b>	<b>\$2325</b>	<b>\$2325</b>	<b>\$2900</b>	<b>\$3000</b>

## 2012-2013 Tuition Payment Plan Schedule

<b>May 2012</b>	<b>GMM**</b>	<b>\$450</b>	<b>\$500</b>	<b>\$500</b>	<b>\$650</b>	<b>\$650</b>	<b>\$750</b>
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### September 2011 Payment Includes :

<i>Tuition</i>		\$400	\$400	\$600	\$550	\$725	\$750
<i>Housekeeping Fee</i> †		\$55	\$55	\$55	\$55	\$55	\$55
<i>Field Trip Fee</i>		\$0	\$25	\$25	\$30	\$30	\$0
<b>September 2012</b>	<b>GMM**</b>	<b>\$455</b>	<b>\$480</b>	<b>\$680</b>	<b>\$635</b>	<b>\$810</b>	<b>\$805</b>
<b>November 2012</b>	<b>11/15</b>	<b>\$400</b>	<b>\$375</b>	<b>\$625</b>	<b>\$575</b>	<b>\$775</b>	<b>\$750</b>
<b>February 2013</b>	<b>02/15</b>	<b>\$400</b>	<b>\$375</b>	<b>\$600</b>	<b>\$550</b>	<b>\$750</b>	<b>\$750</b>

\*Pending approval at the May General Membership Meeting.

\*\*General Membership Meeting. Kindergarten Extension tuition is due to the office the day of the meeting. All other tuition is to be remitted at the meeting.

†Housekeeping fees are levied once annually per FAMILY. If you have more than one child in the school, deduct this from other payments.

## Fees Breakdown and Policy

Registration:	\$ 150.00	Non-refundable, \$100 will be applied to tuition
Housekeeping:	\$ 55.00	Paid annually once <i>per family</i> with September Tuition or with full tuition payment in May
Field Trip Fee (all 3 year olds)	\$ 25.00	Paid annually once <i>per child</i> with September Tuition or with full tuition payment in May
Field Trip Fee (all 4 year olds)	\$ 30.00	Paid annually once <i>per child</i> with September Tuition or with full tuition payment in May
Tuition Late Fee:	\$ 25.00	Levied 5 days after tuition due date.
Class Change Fee:	\$ 50.00	Non-refundable
Withdrawal Fee:	\$ 100.00	See details below

1. For all withdrawals, except those noted below, tuition will NOT be refunded for the portion of the school year the child has already attended. Tuition will also NOT be refunded for the portion of the school year the child's position remains vacant. When the vacancy is filled, a pro-rata portion of the tuition (calculated using a daily tuition rate) less any applicable withdrawal fee, will be refunded.
2. In the case of School-Initiated or Medical withdrawals, as described in Article XIII of the By-Laws, tuition will NOT be refunded for the portion of the school year the child has already attended. However, a refund will be issued without regard to the vacancy being filled.
3. No tuition will be refunded for any withdrawals effective after March 31.
4. A one hundred dollar (\$100) withdrawal fee will be levied for every withdrawal effective prior to the start of classes. After the start of classes, the withdrawal fee will be waived under the following circumstances:
  - Withdrawal is a School-Initiated or Medical withdrawal, as described in Article XIII of the By-Laws
  - All other withdrawals whereby the parent(s) is/are member(s) of the cooperative in good standing; i.e., fulfillment of co-op duties, full payment of tuition installments when due, proper advance notification of the withdrawal.
5. A fifty dollar (\$50) class change fee will be levied for each member-initiated class change made after June 30.
6. Housekeeping and Field Trip fees will be prorated by ½ for any student who starts as of February 1<sup>st</sup> or later in the school year.