

2015-2016 Registration Information
St. George's Episcopal School



Step One – Registration and Payment of Enrollment Fee

February 16 – Currently enrolled Early Birds and/or Fun Zone families

February 19 - Currently enrolled families

February 24 - St. George's Parishoners not currently enrolled

February 25 - Siblings of currently enrolled families

February 26 – Siblings of Alumni

February 27 - Community at large

Applications will be available on our website and in the office. Turn in your application along with the enrollment fee beginning at 8:00 AM in the office.

Applications that are received on your designated day will be processed first.

*Please note that projected enrollment for next year's classes are high. In order to be fair to all our current families, you will be asked for your 1st, 2nd, and 3rd preferences in regards to class options, i.e. TTH or MWF or M-F.

**Step Two – Enrollment Paperwork is Returned and
Payment of Last Month's Tuition**

Currently enrolled families (if you registered Feb. 16 or 19) return enrollment paperwork, along with your May 1, 2016 tuition, on May 1, 2015 between the hours of 9 AM – 5 PM. Please allow yourself time for information to be verified for accuracy, appropriate signatures, etc. Information must be complete or paperwork will be returned and your spot is not secure.

*Enrollment paperwork can be found on our website for your convenience. If you are not able to print the forms, drop by the office and pick up a packet.

New families and Community members (if you registered Feb. 24-27) return enrollment paperwork, along with your May 1, 2016 tuition, on May 4, 2015 between the hours of 9 A.M. to 5 P.M. Please allow yourself time for information to be verified for accuracy, appropriate signatures, etc. Information must be complete or paperwork will be returned and your spot is not secure.

Note: Enrollment paperwork must be notarized. A notary will be present at the above times for your convenience.

Both parent/guardians are required to sign enrollment forms, unless there is only one parent/guardian for the child. However, only one signature is required to be notarized.

Step Three – Medical Report Forms and Supply Fees

Medical report forms and immunization records are due by August 1, 2015. The medical report form must be signed by your child's physician. Your child **may not** start school without a current medical report form and immunization record on file.

Supply fees will be on your August invoice and due on the first of the month.

General information

- Please adhere to the registration dates as well as the dates for return of paperwork. All steps in the registration process must be accomplished in order for us to hold a space for your child.
- An enrollment fee is due at time of registration. **This fee is non-refundable.**
- If we are unable to place your child, we will place your name on a wait list. There is no cost to be included on the wait list. Should a space become available we will call the wait list. If you are called you have 48 hours to respond and pay the enrollment fee. If we do not hear from you within 48 hours, we will move to the next person on the wait list.
- Priority for the waitlist is the same as the Registration Priority under step one.
- The May tuition deposit will be refunded with 30 days written notice of withdrawal up to February 28th; from March 1 on there will be no refund of the May tuition. If it is necessary to withdraw prior to school starting, the May deposit will be refunded with written notice, before July 1. After July 1, the May deposit will be applied to September's tuition and no refund will be given.
- 2015-2016 Monthly Tuition and Fees are available on our website or in the school office.
- Summer Registration begins March 1, 2015. Information about summer programming goes out by Feb. 1.