

# 2018-2019 Registration Information

St. George's Episcopal School



## Step One – Registration and Payment of Enrollment Fee

**February 19 - Currently enrolled Early Birds and/or Fun Zone families**

**February 20 - Currently enrolled families**

**February 21 - St. George's Parishioners not currently enrolled**

**February 22 - Siblings of currently enrolled families and Alumni**

**February 23 - 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.

## Step Two – Enrollment Form is Returned and Payment of Last Month's Tuition

**Currently enrolled families** - return Enrollment Form, along with your May 1, 2019 tuition, on May 1, 2018 between the hours of 8 A.M. - 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.

\*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** - return Enrollment Form, along with your May 1, 2019 tuition, on May 4, 2018 between the hours of 8 A.M. - 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 form 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 – Remaining Enrollment Paperwork

*Due by August 1, 2018*

**Medical Report Forms and Immunization Records** 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. *This applies to both returning & new families.*

**Confidential Information Form** is a valuable piece of information for our teachers to prepare for receiving your child. This collection of information helps teachers plan their environment and connect with your family and child.

**Parent Handbook Acknowledgment** can be found on our website under parent information. The acknowledgment is the final page of the Parent Handbook.

**Discipline and Guidance Policy** is an acknowledgement of our guidelines on how we discipline and guide children using positive methods.

**Digital Family Photo** to be used with our school's data base system, email to [info@stgeorges-austin.com](mailto:info@stgeorges-austin.com).

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 28<sup>th</sup>; 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.
- 2018-2019 Monthly Tuition and Fees are available on our website or in the school office.
- Information about summer programming goes out by Jan. 15. Summer registration for currently enrolled families begins February 1, 2018. Community registration for summer begins February 23, 2018.