

ENROLLMENT 2016/17

Here is your enrollment form for next year. In order to make our record keeping more efficient, please follow the enrollment procedure listed below. When you turn in your enrollment form, you will receive part 2 of the Enrollment Packet.

Your child's space will be reserved when you turn in your enrollment form and pay the *registration fee*.

We offer an early registration discount. In order to receive the discount, you must turn in your registration form and pay the entire registration fee and at least 1/3 of the supply fee by June 24th. The balance of your supply fee must be paid in full by August 10th or you will forfeit the registration discount.

Once your child's space has been reserved, you must complete the rest of the enrollment process. You must pay the *supply fee* and turn in **all paperwork**, including the Physician's Statement (signed by your child's doctor) and an updated shot record no later than August 10th. The 2016- 2017 school year will begin September 6th (You will receive 2 of the Physician Statement forms. Please fill in and **sign** the bottom portion of the first one indicating the date of your child's next doctor's visit. Turn in this form with your other enrollment papers. The second one is for you to take to the doctor's office. The doctor must fill in and sign the top portion of the form and you must bring it to the Day School as soon as possible).

Your child's space cannot be guaranteed after August 10th if all paperwork has not been turned in and fees paid.

If you need a payment plan for the supply fee, you may pay one third in June, one third in July, and the final one third by August 10th. **Please see Ms. Nancy to make these arrangements.**

PLEASE, PLEASE, turn in your forms early as we must make sure everything is complete and in order for the new school year. This helps us make plans for classroom space, staff, and curriculum purchases.

Thank You!!!

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