



2010-11 Children's Program Registration Instructions

Dear Students and Parents:

Enclosed are:

- 1) Registration form (yellow sheet)
- 2) 2010-11 Children's Program Schedule
- 3) Policies & Procedures
- 4) 2010-11 Calendar (lavender sheet)

To Register:
Please mail or bring the Registration Form, the Registration Fee & Tuition to the academy.

How to register ...

Please mail back:

- 1) **Registration form** – Please submit a form for each student in a family. Make sure to include an **Emergency contact number** (preferably parent/caretaker's cell phone #) and an **Email address at which a responsible adult regularly picks up the email. Most of our communication is through email so it is critical that emails are checked daily.**
- 2) **Registration fee** – A **registration fee of \$30 for the first student and \$15 for each additional student in a family** is required. This fee is for the entire year and does not need to be paid before each subsequent session.
- 3) **Tuition** – **Children's Division Families** pay by the session and may choose to pay by check or credit card prior to the first day of each session. **A \$15 late fee will be assessed beginning the Monday after payments are due.**

When to register ...

Returning student registration is due by **Saturday June 19**. All other registration is on-going but it is recommended that forms be returned by **August 1** to secure a place in the class for the Fall.

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