

## **The Registration Process for** *First Presbyterian Christian School*

**You will need to bring all of the following with you in order to enroll:**

1. **Registration Form**
2. **Registration Fee** (cash or check made out to FPCS). Non-refundable if your child is offered a spot – no discounts or scholarships for the registration fee. \$150 for half day and \$200 for full day classes. Registration for additional children is half of the registration fee for their class.
3. **Payment Authorization Form with a Voided Check Attached** Automatic withdrawal is **required** for Sept. – May tuition. Withdrawals will come out on the 5<sup>th</sup> of each month.
4. **Certificate of Immunization Form** completed and signed. (Print outs from your doctor will only be accepted if they are on the state form. Please transfer the dates to the state form in the application packet). We will not be accepting any registrations without Completed Immunization Certificate or an Exemption Form signed by your child's doctor.

### **Next Steps:**

1. When your child has been offered a placement in the school, we will mail you an **Enrollment Agreement to sign and return with your June 2018 tuition** (non-refundable). When we receive this, your enrollment will be complete. Tuition is scheduled over 10 months: Sept. – June.
2. When we receive the signed Enrollment Agreement and the June 2018 payment, your enrollment will be complete.

### **Other Information:**

- Preschool classes end at the end of May. K-5<sup>th</sup> Grade classes end mid-June.
- We will conduct lotteries at the end of each enrollment session if necessary. The lottery process is described in this packet.
- Students registering for Pre-3's and 3 year old classes must be potty-trained.
- Students registering for the Pre-3's class will be eligible for 3 year old classes only the following year. Please note, they will not have priority for the 3 day 3's class the following year.
- Tuition Assistance is available. Forms may be requested in the office or you can find them on-line at [www.fpchristianschool.org](http://www.fpchristianschool.org). Tuition Assistance is not determined until late April. If you are applying for Tuition Assistance, you may sign return the agreement, but wait to pay your June 2018 deposit until your assistance is determined.