

Registration Instructions for 2017-2018 School Year

Before registering for a class, we ask you contact the teacher if you have **ANY** questions. Do you assume that you can pick and choose which books your child will read from a teacher's book list? (We do discuss all books from a Christian world view). Do you assume your student can surely do chemistry while doing Algebra 1 concurrently? Do you have a preconceived idea of how many or the length of writing papers in academic writing classes? Often students drop because parents did not consider what might be involved. Drops are often due to over-scheduling a student, not having all the facts about a class or a parent just changing their mind about the "need" for a class. Drops however, are disruptive to a teacher and class. Also, once the school year begins, any waiting list is no longer in effect since those wait-listed families have already found another solution. A drop affects the class size for the teacher and it greatly affects class dynamics. **To curtail drops in the future, we ask you to think carefully through your choice of classes**, thus the various "non-refundable" amounts.

Sign up

There are three categories of registering families:

· **Current Families – registration begins Monday, February 20, 2017**

· **Current Families whose student dropped a class during the present school year – registration begins a week after current families, Monday, February 27, 2017**

For any individual student who dropped a class this past year, they will register starting Feb 27th (registration date for new families). This applies to the individual student who dropped, not all students in a family. In the case of multiple previous drops of other classes, each teacher reserves the right to place the student at the end of the waiting list, thus the student might not be confirmed until August.

· **New Families wanting to join us in the 2017-18 school year – registration begins a week after current families, Monday, February 27, 2017**

All families

For each class in which you have an interest, the first step is to email (preferred) or call the teacher of that class. In your email please list the following:

- class and time you are interested in
- your child's name, his or her grade AND his or her age
- information regarding any prerequisites, especially for our science or math classes

Expect a reply in return with a status (in the class, on waiting list, etc.). If you do not hear from the teacher within 24 hours, please resend your email.

If there isn't room in a class, you are welcome to go on a waiting list in the event a family changes their mind over the summer. Families move and others decide to put their students into other class settings, so it still may be possible to secure a spot.

Confirmation of class placement: Once you learn there is space for your child, it is time to send in the paperwork and fees:

- **2 months non-refundable tuition, and the non-refundable materials fee**, made out to each teacher individually
- **non-refundable \$100 registration fee per family**, made out to The Classes at TNPC
- **General Information Form** - You and your student(s) must read *The Student, Parent and Teacher Responsibilities* booklet before you can sign this form. Please read the booklet carefully before you and your children sign the agreement.
- **Release of Liability** - This must include every immediate family member's name whether they live at home or not, and then signed only by the parents.
- **Class Enrollment Sheet** - List each class for which you are enrolling and have already verified with the teacher that there is a spot. If you are on a waiting list, but have other classes you are in, you may list the class you are waiting on with a "WL".

- **Reference Sheet (new families only)**
- **Off Campus Lunch Permission (students age 15+)** - This will allow your student, 15 years old or older, to walk to Arby's or Oriental Express, depending on any construction or other safety constraints. Students may not walk to 7-11.

Please fill out, print and submit the forms – see additional option below - along with all fees & tuition checks to Cindy Moser by dropping them off on any Thursday through April 27, 2017 at TNPC, Education Bldg., Room 202.

After April 27th, or if you are unable to drop forms off, you may mail forms to Cindy Moser at the following address: 7631 Maplecrest Dr., Dallas, TX 75254.

****New option this year for submitting forms:** forms may be filled in electronically and emailed to Cindy Moser at MrsMoserTNPC@gmail.com. Fees & tuition checks must still be brought to TNPC or mailed, as we currently do not have a method for electronic payment to individual teachers.

All forms and fees must be in place by April 27, 2017, or your spot may be offered to another family on the waiting list. Once all the forms and fees have been received, your enrollment in each class is complete.

Note: We finish 2016-17 tuition payments in March (if you are on schedule) in order for you to have time to save up for the April 27th deadline.