**Registration Instructions for 2021-2022 school year**

Please read class descriptions carefully and consider your student’s and family’s overall schedule as you sign up for classes, to prevent the need for dropping classes later.

**Registration begins Monday, March 8, 2021**

For each class in which you have an interest, the first step is to contact the teacher. Contact info for each teacher is in the list of class descriptions and also in the Student, Parent and Teacher Responsibilities booklet. In your communication please provide the following:

* class and time you are interested in
* your child’s name, grade level and age
* information regarding prerequisites, especially for our science or math classes

If you don’t receive a reply within 24 hours, please resend your email or text.

 **Cu**rre**nt Families will be notified right away about class availability.**

 **New Families wanting to join us in the 2021-22 school year will be notified starting March 15th about availability.**

**Confirmation of class placement:** Once you have heard there is room for your child, it is time to send in formsand fees. When all forms and fees have been received, your enrollment is complete.

**Please send forms and fees at the same time.**

We finished 2020-21 tuition payments in March in order for current families to use April and May payments towards registration.

**Due date for forms and fees is May 20, 2021 to keep your saved spot in each class.**

After May 20 you are welcome to sign up if teachers have availability.

**Forms:**

Fill out the Google Form Registration Form and submit online. All forms are encompassed in the one file except the New Family Application, and the Off-Campus Lunch (Arby’s) Permission slip for students 15+.

* You and your student(s) must read *The Student, Parent and Teacher Responsibilities* booklet. There is a place on the form to acknowledge that parent and student(s) have read it.
* Release of Liabilitysection -This includes everyimmediate family member’s name and then signed by the parents.

Additional forms:

* New family application (if not enrolled during 2020-21)- This is a separate Google Form.
* Optional: Off Campus Lunch Permission Form for students age 15+ – Also a separate form, one form per student. This will allow your student age 15 or older to walk to Arby’s in groups of 3, depending on any construction or other safety constraints. They may not walk to 7-11. If your student turns 15 during the school year, you may fill out this form at that time. We don’t accept pre-approved forms before they have turned 15.

**Fees (non-refundable):** 2 mos. tuition and materials fee for each class + $125 family registration fee. Tuition amounts are listed in the class descriptions.

Send one total amount for all classes plus family fee, and include a memo or separate email with amounts for each teacher.

* You may pay via Zelle or PayPal using [register.catn@gmail.com](mailto:register.catn@gmail.com).
* You may pay via Venmo using @Cynthia-Moser-1
* If you need to do a non-electronic form of payment, these may be dropped off any Thursday through May 20, 2021 (our last day of class) at Town North Presbyterian Church, Education Building Room 202 upstairs.

Or you may mail them to Cindy Moser, 7631 Maplecrest Dr, Dallas TX, 75254.

As with electronic payments, this year paying by check, money order or cash would also be for one total amount with a note detailing the breakdown for each teacher.