Registration Instructions for 2023-2024 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 13, 2023 and will remain open throughout the summer.

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 *Guidelines for Students and Parents*. 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.

☐ **Current Families will be notified right away confirming class availability.**

☐ **New Families wanting to join us in the 2023-24 school year will be notified starting March 27th confirming availability.**

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

Please send forms and fees in the same time frame.
We finished 2022-23 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 4, 2023 to keep your saved spot in each class.
After May 4 you are still welcome to sign up if teachers have availability.

Forms:
Please fill out one main registration form per student. This means if you have more than one child to enroll, you will fill out the form more than one time. There is only space on a form for one student's information, plus parent information and release of liability.

Fill out the Main Registration Form, which is a Google 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+.

- o You and your student(s) must read *Guidelines for Students and Parents*. There is a place on the main registration form to acknowledge that parent and students have read it.
- o Release of Liability section - This includes every immediate family member's name and then signed by the parents.

Additional forms:
- o New family application (if not enrolled during 2022-23) - This is a separate Google Form. You do not need to wait for approval of your new family application before registering. You may send all forms at the same time.

- o Optional: Off Campus Lunch Permission Form for students age 15+ – 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.

<u>Fees (non-refundable):</u>   2 mos. tuition and materials fee for each class + $125 family registration fee. Tuition and materials fee 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. Zelle is preferred. You are welcome to use PayPal, but they do charge us a 3% business fee.

- 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 4, 2023 (our last scheduled day of class) at Town North Presbyterian Church, Education Building Room 202 upstairs.
  Or you may mail paper payments to:

  Cindy Moser
  7631 Maplecrest Dr
  Dallas TX, 75254.

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

- Checks are made out to: The Classes at Town North

- Please do not make out checks to "Green Roof Co-op" as that is a nickname and the bank won't accept it.

- If you have questions about the registration process, please email register.catn@gmail.