**Registration Instructions for 2025-2026 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 10, 2025 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.

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

 **New Families wanting to join us in the 2025-26 school year will be notified starting March 17th confirming availability.**

**After 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 in the same time frame.**

We finished 2024-25 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 1, 2025 to keep your saved spot in each class.**

After May 1 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.

* 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. Please note the sections on dress code and completing assignments.
* Release of Liabilitysection -This includes everyimmediate family member’s name and then signed by the parents.

Additional form if not enrolled during 2024-25:

* New family application- 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.

**Fees (non-refundable):** 2 mos. tuition and materials fee for each class + $150 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](mailto: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 choose to do a non-electronic form of payment, these may be dropped off any Thursday through May 1, 2025 (our last scheduled day of class) at Prairie Creek Baptist Church.

Or you may mail checks or money orders 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.