

CHRIST CHURCH SCHOOL
REGISTRATION INFORMATION
2011-2012 SCHOOL YEAR

1. Currently enrolled students will receive a packet from their teacher on Tuesday Feb.15 or Wednesday Feb.16. If there is a sibling not currently enrolled **or** if your child will be attending the Bridge Class or Kindergarten, packets are available in the school office during regular school hours on those days only. If you cannot pick up your packet on those days, please notify the director.
2. **COMPLETED PACKETS INCLUDING THE REGISTRATION/SUPPLY FEE must be turned into the school office on or before Friday Feb 25. No packets will be accepted after 12:00 noon on Friday Feb. 25. Late and incomplete packets will be returned to you and not accepted again until February 28.**
3. If you want to **change** the days your child is attending school **YOU** must indicate your preference on the **outside** of the packets. These packets will be processed **after** the non-changing packets. This is not a guarantee that the child will receive the requested days. If we cannot place your child in the class you requested, you will be contacted.
4. The registration and supply fee are combined into one fee. Please check the attached form listing classes available along with current fees. **The registration portion of the fee (\$75) is non-refundable.** The supply fee is 100% refundable until March 31, 50% refundable until May 31, 2011. After May 31, withdrawals wanting refunds will have to place their request in writing and direct it to the Governing Board of Christ Church School. The Board will then consider the situation and make a decision at that time.
5. On **Monday February 28 at 8:30 a.m.**, registration will take place for church members who are not currently enrolled. On **Wednesday March 2 at 8:30 a.m.**, open registration for the community will take place.
6. Unless the school office contacts you, the child will be placed in the class indicated on the front of the packet. You will be contacted if there are any questions.
7. If you have an unusual situation, please talk to the director.