

First Presbyterian Church School

Re-Enrollment Info for 2012-2013

20 Tacoma Avenue South ♦ Tacoma, WA 98402
Phone: 253-272-7145 ♦ Website: www.fpcschoo.org



Re-Enrollment: January 26th – February 10th, 2012

Welcome to 2012-2013 school year Re-Enrollment! Once again we are excited to provide a re-enrollment period for our currently enrolled FPCS families. Please be sure to register between January 26th and February 10th to be considered for first choice placement.

Join us Thursday, January 26th at 5:30pm for our Open House and Re-Enrollment event!

Important notes this year:

- We have a Quick Re-Enrollment Form! As long as there are no changes to the information requested on the registration form, you will be able to sign a condensed version of the registration form for your child! This form will be ready for you to sign when you arrive at the registration table on January 26th or stop in the office during our Re-Enrollment period.
 - If you are enrolling a new student or there are any address, phone, health, or other major changes to your paperwork, you will need to fill out a new registration form. These can be picked up in the school office or printed from our website at www.fpcschoo.org.
- All enrollment fees will be due at the time of registration this year. These fees include the registration fee, activity fee, and emergency & security fee. Please be prepared to pay for these fees at the time you register your child. Remember that any credit card charge will be assessed a 2.5% fee.
 - All enrollment fees are non-refundable at any time.
- At the time of registration, you will be asked to select a Mandatory Giving Option. If you choose to select the Buy-Out option, you will be asked to pay the \$200 Buy-Out at the time you register.

What to do:

1. Gather any new immunization records for your child for updating at registration. Immunizations must be recorded on the state required form, which is available in the office, on our website, or at the registration tables at the Re-Enrollment Event.
2. Pick up new registration forms in the office (or print from our website) for any new students or students with changes to registration information.
3. Decide on your 1st and 2nd choice classes for preschool students.
 - a. See *Class Offerings* sheet in this packet
4. You must be in good financial standing with our school to register. Contact Nadine in the office for assistance.
5. Be ready to pay ALL Enrollment Fees at the time of registration
 - a. If initiating a new FACTS payment plan for your tuition, remember that a voided check is required.
 - b. See *Registration & Tuition* sheet in this packet
6. Placement letters, invoices, statements, and the processing of any payment checks should be expected within 60 days of registration. Placement letters DO NOT indicate teacher assignments. You can request teachers on your enrollment form, but teacher requests are NOT guaranteed. Student placement is at the full discretion of the school.
 - a. You will be notified of your child's teacher in the Summer Letter Packet, to be sent in June/July 2012.

When: Thursday January 26th at 5:30pm, in Stone Hall. Please join us for our annual Open House, appetizers, refreshments and 2012-2013 Re-Enrollment! If you are unable to come on the 26th please register in the school office January 27th- February 10th from 9:00 am – 3:00 pm.

Tuition Payments: Upon enrollment you will need to pick your choice of payment options for the balance on your account. By July 12th, 2012, each family is required to either set up a FACTS payment agreement account or pay your balance in full. A 4% discount will be given off total tuition (tuition only) if the balance is paid in full by July 12th, 2012. If paying by FACTS, you have the choice of an automatic withdraw from a checking, savings, or credit card. The balance is divided into an 11 month payment cycle, August through June. Regardless of payment selection, if you choose to pay with a credit card there will be a 2.5% processing fee on total charges applied to the card.