

Myers Park Baptist Church Through-the-Week-School

REGISTRATION INFORMATION FOR 2012-2013

Registration Application Process

The completed and signed Application Form/Contract Agreement with a \$100.00 non-refundable registration fee must be returned to the TTWS office by 5:00 p.m., February 9, 2012.

On February 10, 2012, applications will be processed in the following order:

1. Myers Park Baptist Church members
2. Nonmembers currently enrolled at TTWS
3. Siblings of nonmembers currently enrolled
4. Open community

Reasonable efforts will be made to accommodate requests stated on the registration application, but TTWS cannot guarantee placement in first preference classes.

Enrollment Process

During the week of February 13th, TTWS will e-mail notification of class placement or placement on a wait list. (Class placement refers to age level/days, not specific teachers.)

Applicants placed on the wait list will be notified immediately of openings as they occur. The registration payment will not be processed until that time. TTWS asks that families contact the school if they wish to be removed from the wait list at any time.

To accept the class placement offered, one month's tuition must be submitted before May 1, 2012. (TK registrants must submit this payment before March 5, 2012.) This tuition payment is a commitment to TTWS enrollment and the tuition structure for the 2012-2013 school year. The payment will be applied in arrears as May 2013 tuition and is *non-refundable*.

Parents may submit requests for teachers or friends in written form, letter or e-mail, by 5:00 pm, June 1. Because of the many factors considered when creating class lists, TTWS cannot guarantee that these requests will be honored.

Teacher Assignments and Class Lists

2012-2013 class lists will be finalized and mailed the week of August 13. The Parents' Council will organize class play dates prior to the opening day of school.

The school year will begin on September 4, 2012.