



TO: Parents

FROM: Cynthia Baggett and Blair Miller

SUBJECT: Registration for 2021-2022

It is hard to believe, but it is Registration time again! **Please note that our process has changed.** We have moved to an online registration system that we hope will be easier for your family. Please read all of this information carefully to determine how you fit into this process with each child you are registering. Feel free to call the Weekday School office if you have any questions.

Our official registration period begins on January 25 and ends at 1:30 on January 29. Registration forms are currently on our website (<https://whitememorial.org/wds/registration/>). If you would like to complete your form(s) early, you may do so. There is no advantage to an early submission, but it may give you peace of mind to go ahead and check it off your list. Early submissions will be held in our online portal until the week of January 25. Complete the age-appropriate registration form(s) and submit your secure registration payment or send a check to the office (1704 Oberlin Rd., Raleigh, NC 27608, Attn: Bridget Cobb). If you choose to pay by check, we must receive it by 1:30 on Friday, January 29. If you choose to pay online with your application, your payment will not be processed until your application has been accepted. If you already have an electronic draft set up for tuition payments, please note that your registration fee will NOT be drafted using this system. In addition, we will not be using Memberhub for registration fees.

Formal registration will close at 1:30 p.m. on Friday, January 29, but applications will continue to be accepted as long as space is available.

We will then sort registration forms according to priority:

1. Current Students/Infants and Toddlers whose classes were closed due to COVID-19
2. Members of White Memorial Presbyterian Church
3. Siblings of Current and Former Students and Children of former students
4. General Public

You will be notified of enrollment by email on or before February 10.

**Important details are on the back!**

## **IMPORTANT DETAILS:**

- All registrations must be accompanied by a **non-refundable Registration Fee** equal to one month's tuition with a **\$600 maximum per family**. Payment information must be entered into the secure online application portal. When payment is processed, you will not be charged more than the family maximum.
- Please make sure to follow the birthdate guidelines on the registration form(s). Contact the Weekday School office if you would like for us to consider a birthdate exception. Please note that exceptions are not often allowed.
- Lottery drawings will be held for each age level and class group, if needed.
- If you are placed on a waiting list, we will not process your registration fee.
- Waiting List: Church members always have priority on a waiting list, UNLESS a present student is placed on the waiting list during the week of open registration (Jan 25-29th).
- Tuition payments are due the first day of each month and considered late after the 15<sup>th</sup> of the month. Withdrawals must be in writing.

### **ADVANCE TUITION REQUIRED FOR ALL STUDENTS**

**A one month non-refundable advance tuition payment is required for ALL students and is due on or before May 15, 2021. This payment covers tuition for the following May (May 2022). The remaining tuition payments are due the first of each month, beginning September 1, 2021 and continuing through April 1, 2022.**

Tuition rates for the 2021-2022 school year are:

Two Day Infants/Toddlers (T/Th and W/F, 9:00-12:50, \$290.00)  
Two Day Twos (Tuesday and Thursday, 9:00-12:50, \$290.00)  
Three Day Twos (Monday, Wednesday, Friday, 9:00-12:50, \$335.00)  
Three Day Threes (Monday, Wednesday, Friday, 9:00-12:50, \$335.00)  
Four Day Threes (Monday through Thursday, 9:00-12:50, \$370.00)  
Five Day Threes (Monday through Friday, 9:00-12:50, \$395.00)  
Four Day Fours (Monday through Thursday, 9:00-12:50, \$370.00)  
Five Day Fours (Monday through Friday, 9:00-12:50, \$395.00)  
Kindergarten (Monday through Friday, 9:00-12:50, \$405.00)

***White Memorial Weekday School is a place where diversity is valued.***