

FALL 2010 Registration Procedures

Registrations will not be accepted over the phone.

-EVERYONE must fill out a paper registration form.

-EVERYONE must sign the waiver on the back of the registration form.

****All past due amounts on accounts must be PAID IN FULL before your registration form can be processed.****

-If you are unsure of past due amounts, please ask our Front Desk Staff for assistance.

-Find out your priority registration level at the front desk to determine when you can turn in your registration form.

-Fill out both sides of your Registration Form COMPLETELY.

-Failure to fill out forms sufficiently may cause a delay in registration.

-Please list BOTH DAYS AND TIMES that you want to be scheduled for.

-You must include your child's LEVEL on the Registration Form.

-Schedules will be processed in the order received.

-No one may hand in Registration Forms prior to his/her assigned Registration Date.

-No Exceptions

PAYMENT MUST BE INCLUDED AT TIME OF REGISTRATION.

-If you turn in a form without payment, it will not be processed.

-After your Registration Form is processed, you will receive a call to confirm. You will also receive a printed schedule and receipt in the mail. Please check this schedule for accuracy. If there are any errors, please contact us immediately.

-You can turn in your Registration Form to the Front Desk, or you can Fax it in:

-Fax #: (630) 692-1528

