

THE KINGSWOOD SCHOOL
COMMUNITY REGISTRATION - January 27, 2012 10:00 AM

I. Acquiring Forms

- Registration forms will be available during our *School Tours* at 10 AM (December 9, 2011 and January 12 & 13, 2012) and may also be picked up in the school office from 9:00 AM - 1:00 PM each school day beginning Friday, December 9th, 2011. Registration forms may also be printed from this website.

II. Returning Preschool Registration Forms

- Preschool registration forms must be filled out completely and brought to The Kingswood School on Friday, January 27, 2012. **A copy of your child's Georgia Department of Human Resources Certificate of Immunization (Form 3231) must also be attached to your registration form.** Registration will take place upstairs in the Fellowship Hall beginning at 10:00 AM. In order to eliminate long lines or "pre-dawn" waiting lines in the parking lot, the Admissions Committee of The Kingswood School Board is continuing the "random drawing" registration process. There is no benefit to arriving before 10:00 AM! The door will be unlocked at 10:00 AM!
- Registration will be held in room 212. For easiest access to this location please park in the upper church lot and enter at the Gym entrance between 10 AM and 10:30 AM. Each registering family representative will draw an envelope containing a number. After drawing your number, you will sign your name next to that number on the Master List, guaranteeing you that place in line. At 10:30 AM, no more numbers will be drawn. If you arrive past 10:30, you will sign in and be able to register after all numbers from the random drawing box have been called.
- Actual registration will begin at 10:30. The numbers will be called in order. As your number is called, your registration form will be processed, and registration fee accepted (checks made payable to The Kingswood School). Hopefully, no one will be here for longer than an hour.
- Do remember – each family may draw only one number. You may register each child in your family at one time. (You do not need separate numbers for each child). Each family needs to have its own "representative" registering for them. No one is allowed to register for more than one family at a time.
- The "Random Number Drawing Box" and Master Sign Up List will be located in the hallway adjoining room 212. Signs will be posted and School Board members will be available to help.
- Confirmation of placement in our Preschool classes will be sent home the week of February 20th. Please be aware a non-refundable/non-transferable deposit equal to the last month's tuition (\$300.00 for 5 Day classes/\$265 for 4 Day classes/\$230 for 3 day classes/\$180 for 2 day classes) is due by Wednesday, April 18th, 2012. While this fee is non-refundable/non-transferable, it will be applied to May 2013 tuition if your child attends The Kingswood School.
- Parents may call the school office (770-458-8407) on Thursday, January 26, 2012 after 3:00 PM to hear a recorded message of all available class openings. **(In the event school is closed due to inclement weather on January 25, 26, or 27 community registration will be moved to Monday, January 30th)**

III. Returning Kindergarten Applications

- Kindergarten Applications must be filled out completely and returned with the **non-refundable/non-transferable \$100.00 application fee.** (Check made payable to The Kingswood School). The \$100.00 application fee is strictly for our Kindergarten class. **It is not to be combined with or counted toward preschool registration fees for siblings.**
- **Kindergarten Applications must be returned directly to the school office.** They may be returned on Wednesday, January 25, 2012 or Thursday, January 26, 2012 from 8:50 AM to 1:00 PM. They may also be returned during Community Registration on Friday, January 27th, if you are also registering a pre-school child.
- **Please include a current copy of your child's immunization form (#3231) with your completed application.**
- The Admissions Committee of the School Board will process all Kindergarten applications. The admissions process will include a tally of the point questions on the first side of the Kindergarten application. Each applicant will then be screened using the Developmental Test for Kindergarten Readiness. Parents will be notified of their child's readiness results along with the notification of acceptance/waiting list status during the week of February 20th.
- As additional spaces become available in the Kindergarten class (usually following private school acceptance letters), the Admissions Committee will reassess each applicant on the Waiting List. Our primary objective will be to create a well-balanced Kindergarten class. Parents will receive a phone call when a space becomes available.
- Once you accept the Kindergarten space offered to your child, tuition is due in three equal installments of \$990.00 each. The 1st installment is due on or before May 1st, 2012; the 2nd installment is due on or before August 1st, 2012; the 3rd installment is due on or before November 1st, 2012. Kindergarten tuition is unconditional and no portion of it will be refunded, transferred or canceled even in the event of subsequent illness or withdrawal. In the event your child is accepted into the Kindergarten class after the first tuition installment is due, 9 monthly payments of \$330.00 may be arranged.