

**SHCDC Summer and School Year Enrollment will be held on Saturday, February 6<sup>th</sup>, beginning at 9:00am.**

***\*\*\*This enrollment process is only for families who are currently enrolled at SHCDC\*\*\****

**Instructions for Enrollment:**

1. Forms will be sent home with your children beginning January 15<sup>th</sup>. If you are in quarantine, or your child is otherwise unable to attend school at this time, the forms will also be emailed. They will also be available to print from our website: shcdc.net Please contact our office to request emailed forms.
2. Fill out enrollment forms. No payment is due at this time. Invoices will be sent once classroom assignments and days have been made (please see fee-chart on the back of this page).
3. Bring your forms to Southern Hills on Saturday, February 6<sup>th</sup>. Enrollment will begin at 9:00 am. Please **remain in your vehicle throughout the entire enrollment process** (Please see attached map for traffic flow plan and adhere to instructions so that the other church programs are not obstructed).
4. There will be 2 things to do in line:
  - a. Mask up! You will have the opportunity to ask questions in the enrollment line, but **MASKS MUST BE WORN** when speaking to staff. Do not park and exit your vehicle-staff will come to you!
  - b. Mask up again! You will turn in your enrollment forms to staff members. Classes are assigned on a first-come, first-served basis, and DAYS REQUESTED ARE NOT GUARANTEED. Again, **MASKS MUST BE WORN** when turning in your forms. Do not park and exit your vehicle-forms will be taken from you in your vehicle in the order of the line.

**\*\*\*If you are unable to wear a mask due to medical reasons, please make arrangements to have someone else attend enrollment to turn in your forms. Staff will not answer questions or take forms from anyone who is not wearing a mask\*\*\***

5. Office staff will contact you if your requested days are not available, to offer you alternate days. Please reply to phone calls or emails *immediately* so that class assignments may be made quickly-if we are unable to contact you for alternate days, placement will be given to the next family in line.
6. You will receive an invoice for Enrollment and Consumable Fees by February 12<sup>th</sup>. Please pay the invoice to secure your child's enrollment by Friday, February 29<sup>th</sup>. You can mail a check to the school, or you can pay with cash or check when you next drop-off/pick-up your child from school. *We are unable to process card payments.*
7. Take a deep breath and relax in the fact that your child is enrolled for the Summer and/or Fall!
8. If you know of new families who would like to enroll for the Summer or Fall, please ask them to call or email the office so that they can be placed on the wait-list. This process will begin on February 10<sup>th</sup>, and families must reply immediately to reserve their space. Invoices will be sent out via email.

	<b>Summer Session</b>	<b>School Year Session</b>
<b>Enrollment Fee(s)</b>	\$30	\$30
<b>Consumable Fee</b>	\$15	\$35
<b>Tuition</b>	\$115/month/day enrolled	\$115/month/day enrolled

**\*\*\*MAP FOR ENROLLMENT FLOW IS ATTACHED TO THESE INSTRUCTIONS\*\*\***