

Westminster Weekday Schools

Westminster United Methodist Church

5801 San Felipe

Houston, Texas 77057

(713) 782-1344

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2020-2021

REGISTRATION PROCEDURE

1. PLEASE READ CAREFULLY!
2. Priority Registration is for - A) Children currently enrolled in Westminster Weekday Schools, B) Siblings of children currently enrolled, C) Active members of Westminster United Methodist Church, and D) Sibling Legacies. Priority Registration will begin Wednesday, January 22 at 7:30 a.m. in the School Office.
3. Open Registration - We will accept applications for new students Wednesday, January 15 through Friday, January 31 at 2:00p.m. Registration will be conducted in a lottery format.
4. The enclosed Application for Admission must be filled out completely. Incomplete Applications will **NOT** be accepted.
5. For Priority Registration Students: A check for the **REGISTRATION/SUPPLY FEE** must accompany your Application for Admission and must be received by January 31, 2020. (An additional check for the Application Fee must also be included for all new students.)
6. Age groupings by classrooms may be flexible and are determined by Registration.
7. You will receive your child's enrollment forms and specific room assignment in April. The enrollment forms and a check for the May 2021 tuition are due the first week of May, 2020. Teacher assignments will be mailed in early August. Comments about your child are welcome, but teacher requests are not possible. The school director assigns children to classes with input from the teaching staff.

FINANCIAL POLICY

8. The Registration/Supply Fee is **NON-REFUNDABLE AND NON-TRANSFERRABLE**, unless we cannot offer a place to your child in our program. The Application Fee is non-refundable.
9. Make checks payable to Westminster Weekday Schools. Please include your child's name and class on the memo line of the check.
10. Notification of acceptance for new students will be sent by mail by the end of February. Returning students are automatically enrolled upon receipt of fees and forms.

11. **MAY 2021 TUITION** will be due the first week of May, 2020. **SEPTEMBER TUITION** will be due on the FIRST DAY OF SCHOOL. If a child enters the program at a later time in the year, all fees, as well as the May 2021 and current month's tuition will be due before the child's first day of school.

GENERAL POLICY INFORMATION

12. **All children enrolled in the Day School Program (Orange Fish through Pre-K Stars) must be potty trained.**
13. There is no extended day on Mondays. This time is used for staff/teacher planning, workshops, and curriculum development. Those who choose to, may enroll in gymnastics, which extends the day.
14. Prior to enrollment, **all students must be UP TO DATE with immunizations** in accordance with the Texas Minimum State Vaccine Requirements for Child-Care Facilities. Westminster Weekday Schools will not permit exemptions.
15. If you have questions concerning registration, please call (713) 782-1344 or come by the School Office between 8:30 a.m. – 2:30 p.m., Monday – Friday.
16. Please notify the School Office immediately if you wish to withdraw your child from the Westminster Weekday Schools program. This will enable the school to release the vacant space to the next child on the waiting list. **Please note that fees paid are non-refundable and non-transferrable.**
17. Westminster does not have a nurse on staff, and will not administer any medications. Should your child have or develop a medical condition that would require the staff to dispense **emergency** medicine on campus, it must be approved by the School Director and follow the guidelines outlined in the Parent Handbook. In all other circumstances, it is the parent's responsibility to come to the school to administer any medications. Medicines **MAY NOT** be put in a lunch box or a child's drink.

DISCOUNT POLICY

18. **CHURCH MEMBER:** A 20% discount will be given on the monthly tuition fee for each child whose parents are **active** members of Westminster United Methodist Church. Active members must be in good standing for one year, as defined by the Church.
19. **SIBLING:** When a family has **three** or more children enrolled in the school, a 10% discount on the monthly tuition fee will be given to one child. The discount will be taken off the highest tuition fee.
20. **FAMILIES ARE ELIGIBLE FOR ONLY ONE DISCOUNT.**