

## 2022-2023 Registration Procedures for New Students

Registration for new students begins on February 1, 2022. Registration forms will be available for new families on the Weekday Education web page beginning January 27. Follow the steps below to enroll your child. No new student registration will be accepted for processing until February 1. All registration forms will be processed in the order in which they were received beginning February 1. You may call the Weekday Education Office, 770-590-0434, to determine if we have spots available for specific classes. Office hours are M-F, 8:15 am – 1:30 pm.

1 – Download the Registration packet (If you do not have access to a printer, you may contact the Weekday Education office to schedule a time to pick up a registration packet.)

2 – Complete all 4 pages

Page 1 – Class Selection – mark a 1<sup>st</sup> and 2<sup>nd</sup> choice

Page 2 – Student Information – fill in all information

Page 3 – Notifications – read, mark, sign, and date both sections

Page 4 – read, initial in 8 places, sign, and date

Be sure your child's name is written on the top of pages 1, 3, and 4.

3 - Scan all 4 pages and email to [weekday@burnthickory.com](mailto:weekday@burnthickory.com) on February 1 or later

Please put your child's first name and last name and first choice class on the Subject Line.

Examples: Suzy Smith 2s MW; Larry Jones Older 2s TTh, Sherry Wilson 4s M-Th

If you are submitting two or more registration forms for your family, you may send ONE email with all the forms as ONE document. Please put all the children's names on the subject line.

We will be processing registration emails in the order they are received beginning February 1. We will make every attempt to review your registration documents the same day you email them. If emails are sent after office hours M-F or Saturday/Sunday, we will review registration documents the next business day. We may call you if we have any questions about your registration documents. Once your packet has been reviewed, we will send a **confirmation email** that we have reserved a spot for your child in the class choice you selected or added your child to the wait list. If we reserved a space for your child, the email will include instructions on how to pay your child's registration fee. **The registration process will not be complete until the registration fee has been paid.** The registration fee will be collected through an app called "brightwheel". You will receive a **second email** inviting you to download the app and create an account. Our school uses brightwheel to communicate with parents, send statements, and send messages from teachers on classroom activities. Within your brightwheel account you will be able to view the registration statement, set up a payment method and make payments. Payments in the app may be made from your bank account or by credit card. All credit card payments will be accessed a 2.9% convenience fee which will be added to your \$160 registration fee. There is no convenience fee to pay from your bank account. If you prefer to pay by personal check or cash, please contact our office during office hours to arrange a time to drop off a personal check or cash. We must receive your registration payment within 2 business days from the date we sent the confirmation email with your child's reservation. When the registration fee has been paid, registration is complete and your child is now enrolled at BHBC Weekday Education for the 2022-2023 school year. At a later date, we will send a message out through brightwheel with general information about the 2022-2023 school year.