

New and/or Returning Families

Instructions for Summer2024 and School Year 2024/2025

Open Registration begins March 18, 2024

SUMMER 2024

PLEASE NOTE: There is no 1:00 pick up time during the summer for PreK and there is no 3:15 pick up time during the summer for Kindergarten.

1. Download Adobe Reader DC free of charge at <https://get.adobe.com/reader/>. This will allow you to fill out the enrollment forms on the computer (and save them if you want to) easily.
2. Read the updated Parent Handbook, found on the admission page of the website.
3. Fill out the entire summer packet. (If you are also registering for the school year, just fill out pages 1,2, 3, 10, and 11 of the Summer 2024 packet and the entire School Year 2024/2025 packet).
4. Page one, provide your child's information. For summer, choose the program based on your child's age on 9/1/23. For example, if your child was 3 on September 1, 2023, and is now four, they would still be in the three-year-old program for the summer. Mark the number of days attending and the pick-up time. Lunch is included in Toddler tuition. You have a choice of paying for lunch in the twos and up or bringing home lunch.
5. Summer is the only time you have the option to pay for the weeks your child attends OR pay the monthly rate. If you choose monthly, there will be no refund for any absences or vacations during the summer. Kindergarten through Sixth can only choose the weekly option.
6. If your child will be attending four weeks or less, tuition for the entire summer is due June 3. All others can choose to pay tuition on the first of the month OR pay on the 1st and 15th of the month.
7. We will need a copy of your child's shot records if they did not attend elementary school in the 2023/2024 school year. For Kindergarten through Middle School students, we only need the name, address, and phone number of the school your child attended this past school year.
8. If your child has a diagnosed food allergy, we will need to have a completed FARE form signed by a health care professional and the parent. This must be on file at the school before the first day your child attends.
9. Parents of Infants need to read through all infant policies and fill out the Infant Monthly Feeding Chart. Please read through the Infant Sleep Exception policy as well.
10. Complete the Splash/Free Swim Form (if applicable for the age of your child).
11. Read the Parent Acknowledgment page. Print out, sign, and turn the enrollment packet in to the front office along with any registration or activity fees to secure your child's space for Summer 2024. (Fees for each age group are listed on the Summer Tuition Fees for Preschool and Summer Camp * Please note, there is a \$50 activity fee for Summer Campers K-6. This holds your child's space for the summer. There may be some field trips for K-6 that will have an additional fee.)
12. There is a one-time, \$100, New Student Fee. If a sibling or siblings join, there is an additional \$50 fee. Registration fees for Infants and toddlers will be prorated for the summer months as theirs is an annual fee that begins in September.

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SWIM LESSONS 2024

To participate in swim lessons, your child must be 3 years old on or before June 1, 2024. Sign up only for the swim sessions you know your child can attend. Fees will be due at the time you turn in your Swim Lesson enrollment form and are non-refundable.

SCHOOL YEAR ENROLLMENT INSTRUCTIONS 2024/25

Please follow the instructions below if your child is attending the 2024/2025 School year, you will fill out the entire School Year Enrollment 2024/2025 packet.

Download Adobe Reader DC free of charge at <https://get.adobe.com/reader/>. This will allow you to fill out the enrollment forms on the computer (and save them if you want to) easily.

PARENT HANDBOOK

Be sure to read through the updated Parent Handbook.

NEW SIBLINGS

If you are enrolling a new sibling in the school year, there will be a \$50 New Student Fee (unless you already have two students enrolled).

If you are expecting a baby and wish to secure a space, please turn in the first page of the enrollment packet with the expected start date. This page and the registration fee will hold a space for your infant. The entire packet must be filled out prior to your child's first day at school.

AGE GROUP (TWOS THROUGH TOWNE CREEK KINDERGARTEN)

Your child must be the age of the class on or before September 1, 2024.

AFTERSCHOOLERS: Please note that not all school closures will be included in your monthly tuition for the 2024/2025 school year. FBISD has added even more school closures for the upcoming school year. Rather than raising our monthly rate, we will be charging \$30 for the additional days if your child attends on those days.

Closures that are included in your monthly tuition include: Early release days, Thanksgiving Break, Winter Break and Spring Break. All other days will have a charge associated with them.

If you sign your child up for Holidays Only, meaning your child only attends on school holidays, you will fill out the entire School Year Enrollment Packet (no All About Me or immunization record are needed) and turn it in. On the days your child attends Towne Creek, you will be charged a \$95 drop-in rate.

TUITION AND REGISTRATION RATES (Starting September 1, 2024)

Tuition and Registration rates are posted on the website on the Admission page.

You can choose to pay up front for the full school year and receive a 3% discount or pay monthly or semi-monthly. Infant and Toddler registration fee covers a 12-month period. Twos through Towne Creek Kindergarten registration fee covers the school year.

POLICIES

Be sure to read and initial all policies in the enrollment packet. Under first aid, be sure to mark which items are approved to be administered to your child should the need arise.

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VACATIONS TAKEN DURING THE SCHOOL YEAR

Please Note: There will be no reduction in tuition should you take an extended vacation during the school year. Instead, you have two options.

1. Continue to pay your entire tuition (no lunch) which secures your child's space until your return
2. Withdraw your child from Towne Creek. We will need a two-week notice and you will pay tuition through the notice. Upon your return, if a space is available, you will pay a re-enrollment fee of \$75. Should you choose this option, your child's space will not be secure during your absence.

ALLERGIES AND SPECIAL NEEDS

Be sure to read our policy on prescription medications. Check whether your child has a diagnosed food allergy, if they are allergic to any medications, or if they have Special needs.

Fill in your child's medical care provider information and sign at the bottom of the page.

HEALTH

The Medical Information Page (page 8) and a Food Allergy Plan (if your child has a food allergy) will need to be turned in with your enrollment packet along with a copy of updated immunizations (not afterschool). All children turning 4 must have a vision and hearing check completed within 30 days of their 4th birthday. Towne Creek must have the results of that check up on file within a month of your child's 4th birthday.

ALL ABOUT ME

All students except public school elementary students must have a completed All About Me turned in with their enrollment packet.

ENROLLMENT ACKNOWLEDGEMENT PAGE

Be sure you have read through the updated Parent Handbook and all the policies included in the enrollment packet. Print, sign, and date the enrollment paperwork and turn it in to the front office along with registration fees. Your enrollment will be complete once we have received all the completed paperwork and fees.