



Mandala Children's House
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www.mandalachildrenshouse.com

FALL REGISTRATION INFORMATION FOR NEW FAMILIES 2010/2011

PLEASE, read the following information carefully and save for future reference.

Welcome to Mandala

We are looking forward to including you and your child in the Mandala family. Our goal is to work in partnership with parents in order to give your child the support necessary to develop into a well-rounded individual who has well-developed skills in all domains: Social, Emotional, Physical and Cognitive.

Registration Process

1. We will start accepting registration forms on Wednesday, March 3rd at 8:30 A.M.
2. After we receive your registration forms and fees we will give you a packet with our Parent Handbook, information about how to log onto School Speak (a website we use to communicate with our families) and information on how to sign up for FACTS (a tuition management program we use to collect tuition.)
3. You will get the enrollment forms off of School Speak. Enrollment forms are due in the office by June 1st if your child is attending Summer School and August 1st if your child is attending Fall.
4. There will be a Mandatory Orientation Meeting for new families in June if you are starting in the Summer, and in August if you are starting in the Fall. You will receive notification of the date and time on School Speak.

Registration Fees

- **A \$150.00 non-refundable registration fee is due with your registration form.** This is a yearly, family fee. If you have two children in the school you still pay \$150.00.
- **A \$35 per child activity fee is due at registration.** Ex. Two children you pay \$70. This fee covers all expenses for events such as: the Ice Cream Social, Happy Birds Assembly, Production of Class Books, School Speak, etc.

Openings

Please, mark a first choice and a second choice on your registration form. If the class that is your first choice is full, then we will place your child in the second choice and put you on the waiting list for your first choice. I will be able to tell you class placement when you register.

Class Placement

Your child must be **two years old by September 1, 2010** in order to attend the Early Preschool during the 2010/2011 School Year. * Your Child must be **three years old by September 1, 2010** in order to attend the Preschool during the 2010/2011 School Year. * **We recommend that four year olds attend the Afternoon Preschool Class.** * **Any child of Kindergarten age who is going to attend Preschool instead of Kindergarten must enroll in the MWF or Five Day Afternoon Class.**

School Year Dates

Our 2010/11 school year will begin September 7, 2010 and will end June 3, 2011. The Meet and Greet Open House will be Friday, September 3, 2010, between 10:00 am and 12:00 pm.

Payment Policies

Please, read the Payment Policies carefully before you sign the Registration Form. When you sign the Registration Form, you are agreeing to follow the policies. **Once registered, you're considered enrolled in the school.** The 30 day notice is in effect from the time of registration.

QUESTIONS: Call the office (408) 251-8633