

## 2017-2018 Registration Procedure

All current families who plan on returning to Geneva Day School in the Fall should submit the attached registration form to the Office by **January 13, 2017**.

Registration forms can be submitted via tote bag express, hand delivered, or mailed and post marked by **January 13, 2017**

**Priority placement will be given in the following order:**

1. *Children whose families are active members of the Geneva Presbyterian Church, active members of a local Presbyterian church, children of current school staff, children enrolling in the same class (Open Classroom or All-Day Class), and families with pre-approved priority registration (GPA President and Silent Auction Chairs).*

2. *Current children who are enrolling in a new class and are in good standing:*

Delinquent accounts will not be processed until accounts are up to date.

A. Registration fees must accompany all registration forms. **No** registration will be processed if the registration fee is not attached.

B. Special requests for classes, teachers or peer-placement must accompany all registration forms and must be in writing. Requests are not guaranteed, however, we will do our best to meet your needs in an optimal learning environment.

C. Notification of classes will be mailed as soon as all registration forms are reviewed.

D. If your first class choice is unavailable, you will be placed in your next choice if indicated. You will be placed on a waiting list(s) according to your preferences. If your first choice is unavailable and no other choices are indicated, your registration cannot be completed and your fee will be returned. We strongly recommend listing all possible class choices for your child.

3. *Siblings of current or former Geneva students, children of Geneva alumni and grandchildren of church members:*

For a child who has not previously enrolled at Geneva Day School, you are able to submit an application at any time. We will record the date of receipt and notify you by mail of class availability.

### Waiting Lists

Waiting lists for all classes will be maintained during the course of the school year.

### New applications

Applications from families who do not qualify for any of the above priority periods will be accepted at any time. We will record the date of application receipt and process it in the order in which it was received. Parents will be advised by mail of the class in which their child has been accepted or if they have been placed on a waiting list. Payment of the non-refundable registration fee will be required before placement into a class.

**Tuition and Reservation Agreements will be mailed in February 2017.**