



## Registration Information for the 2024-2025 School Year

The following information outlines registration and tuition information. For more detailed information about our program, please access the Family Handbook located on our website.

### Registration:

All parents are required to have a completed family account on our Parent Portal. This can be accessed at the following website:

<https://reidmemorial.ourschoolhangout.com/Login-Page?returnurl=%2f>.

Once authorized by the Director, all students must have a current Georgia Immunization form uploaded and all forms e signed. If you are a returning family, your account is already active. You can enter and select the "Class" for your child(ren). **Registration opens Wednesday, January 17<sup>th</sup>, 2024, at 9:00AM for returning families and current church members.** **Registration for new families will begin on Thursday, January 18<sup>th</sup>.** To hold your spot, you must make your non-refundable & non-transferable Registration Fee which is equal to one month's tuition.

### Enrollment Requirements:

- Students must be 3 months by the first day of school to be eligible to register.
- Immunization Certificate #3231 (uploaded by their first day of school).
- Non-refundable Registration Fee equal to one month's tuition is due at registration.
- Children in our Preschool must turn 3 or 4 by September 1 and **must** be potty trained and able to handle personal hygiene needs. No exceptions.

**\*\*\* If you would like to hold a spot for a later start date, and the class is full, you will be expected to pay monthly tuition to hold that spot until your child starts.**

### Tuition:

Tuition is paid over 10 months and due by the 25th of each month.

The first payment is due July 25<sup>th</sup>.

**MDO**

| Days Per Week | Monthly Tuition | Registration Fee |
|---------------|-----------------|------------------|
| 1             | 100             | 100              |
| 2             | 145             | 145              |
| 3             | 180             | 180              |
| 4             | 205             | 205              |
| 5             | 225             | 225              |

\*Student to Teacher ratio is as follows: Infants 8:2, Toddlers 8:2, Older Toddlers 10:2, Twos 12:2

**Preschool**

| Class                 | Monthly Tuition | Registration Fee |
|-----------------------|-----------------|------------------|
| 3 Day Threes (T/W/Th) | 180             | 180              |
| 5 Day Threes          | 225             | 225              |
| Pre-K                 | 225             | 225              |
|                       |                 |                  |

PK3s 16:2 and PK4s 18:2

**Program Fees**

Non-refundable Registration Fee: 1 month's tuition

Drop-In Fee: \$30.00

Late Payment Fee: \$30.00

Preschool (3s and Pre-K) One-time Activity Fee: \$70.00

Late Pick-up Fee: \$15.00

**Temporary Closure Information**

Reid Memorial MDO & Preschool may have to temporarily close due to, but not limited to illness, government decisions, construction, or maintenance. If the closure is temporary, there will be no refund of tuition. In the event of a long-term closure, tuition payments will be evaluated by the Reid Memorial MDO & Preschool Governing Board as well as Reid Memorial Presbyterian Church.



Our parent portal, "Our School Hangout", can be accessed from any device and simplifies class registration and payments for our preschool families. In addition, you will find a school calendar with upcoming events, a school directory, monthly newsletters from the Director, and other important announcements! Class Dojo will be used for quick communication, so please make sure you have accepted your invitation to sign up. Here is the link to the parent portal:

<http://reidmemorial.ourschoolhangout.com/>

To begin access, please go to the link and create an account by selecting the tab that says Account Setup (in the right-hand corner).

**\*\*\*\*Please read the following IMPORTANT directions for account setup and registration! \*\*\*\***

You must create the primary account first (PARENT). This primary account receives email communications and is responsible for class registration and payments for your child(ren). Next you ADD your children and spouse information using the Add Family Members button. Account setup takes just a few minutes to complete and must only be done once.

You will have to wait for an email letting you know your account has been AUTHORIZED by the Director. After which, you can log back in and proceed with the following very important steps:

Register your child(ren) for their class by clicking on the red "Class Registration is now open" under the Welcome page. Remember, if your child is under two, you may only register for a maximum of 2 days.

Depending upon availability, you will be able to sign up weekly for "Drop-ins" as needed through the calendar.

Next please go to "Forms" where you can easily upload your child's updated immunization form as well as e-sign all other forms posted.

**\*There is an Our School Hangout App to download for Apple or Android users. Check under "Resources" page for further information.**

If you have any questions during the process, please let us know how we can help you.

Blessings,

Anna Sanders  
Director

# Reid Memorial MDO & Preschool Agreement

I, \_\_\_\_\_,

Print parent guardian name here

parent/guardian of, \_\_\_\_\_,

Print child's name here

Have been provided a copy of the Tuition and Registration Information.

Parent/Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_