



TO: Parents

FROM: Cynthia Baggett and Blair Miller

SUBJECT: 2024-2025 Registration

It is Registration Time! We are using our new Procure system for online registration this year. Please read all of this information carefully to determine how you fit into this process with each child you are registering. Feel free to call Bridget Cobb at the Weekday School office (919-745-8016) if you have any questions.

Registration forms are currently on our website ([www.whitememorial.org/wds/registration](http://www.whitememorial.org/wds/registration)). If you would like to complete your form(s) early, you may do so. There is no advantage to an early submission, but it may give you peace of mind to check it off your list. Early submissions will be held in our online portal until January 19. This year, we are only accepting online payment through Procure for registration. You may pay via ACH (\$1 processing fee), credit or debit card (3% processing fee). Your payment will not be processed until your application has been accepted. If you already have a method of payment set up for tuition payments, please note that your registration fee will be processed using the account on file.

This year, there is one link to the application; if you have multiple children, you will add each child using the same form.

Formal registration will close at 1:30 p.m. on Friday, January 19, but applications will continue to be accepted as long as space is available.

We will then sort registration forms according to priority if they are received by the deadline:

1. Current Students
2. Members of White Memorial Presbyterian Church
3. Siblings of Current and Former Students and Children of former students
4. General Public

**You will be notified of enrollment by email on or before February 2.**

## IMPORTANT DETAILS:

- All registrations must be accompanied by a **non-refundable Registration Fee** equal to one month's tuition with a **\$700 maximum per family (current families have a payment method on file). The registration fee is due once a space is confirmed without exception.**
- Please make sure to follow the birthdate guidelines on the registration form(s).
- Lottery drawings will be held for each age level and class group, if needed.
- If you are placed on a waiting list, we will not process your registration fee. Registration fees will be processed on February 2 when spaces are communicated.
- Tuition payments will be processed on the 15<sup>th</sup> of the month (September through April). Withdrawals must be in writing.

### **ADVANCE TUITION REQUIRED FOR ALL STUDENTS**

**A one month non-refundable advance tuition payment is required for ALL students and is due on or before May 15, 2024. This payment covers tuition for the following May (May 2025). The remaining tuition payments are due the first of each month, beginning September, 2024 and continuing through April, 2025.**

Tuition rates for the 2024-2025 school year are:

**Two Day Infants/Toddlers** (Infants, T/Th and W/F, 9:00-12:45, Toddlers, T/Th and W/F, 8:45-12:30, \$345.00)

**Two Day Twos** (Tuesday and Thursday, 8:45-12:30, \$345.00)

**Three Day Twos** (Monday, Wednesday, Friday, 8:45-12:30, \$410.00)

**Five Day Twos (Fall Birthdays Only)**, Monday through Friday, 8:45-12:30, \$495.00)

**Three Day Threes** (Tuesday, Wednesday, Thursday, 9:00-12:45, \$410.00)

**Four Day Threes** (Monday through Thursday, 9:00-12:45, \$460.00)

**Five Day Threes** (Monday through Friday, 9:00-12:45, \$495.00)

**Four Day Fours** (Monday through Thursday, 8:45-12:30, \$460.00)

**Five Day Fours** (Monday through Friday, 8:45-12:30, \$495.00)

**Kindergarten** (Monday through Friday, 8:45-12:45, \$520.00)

***White Memorial Weekday School is a place where diversity is valued.***