

Farmington Woods Elementary has updated our Before/After School Registration Process for the 2017-18 school year in order to avoid long lines and waits at school. New families should note that both programs are typically filled during the 1st registration day. There is now a two step process:

- 1) Complete a Program Interest Declaration Form on-line (your form will be time stamped and will serve as the digital "line" for available program seats)
- 2) Sign up for a time on August 9th to come to school to complete the registration process

The link to declare Program Interest ("line up" digitally) will be available to families on August 1st at 9:00am- it will be on the school website and sent via school messenger information (note- school messenger does not get delivered to families all at one time, so it may be delivered between 9:00am-9:30am via text and email). Families interested in enrolling in any program will then complete the steps outlined below:

1) Complete the Program Interest Form. Your submitted Program Interest Form will be time-stamped and places you "in line" for available openings based on the time it was completed and submitted. *Completing this form does not guarantee a spot in a program* as we must limit enrollment based on required adult/student ratios. Current Capacity: Before School- 75 students; After School- 100 students- we hope to add additional staff to the program in the next several weeks to accommodate more students but cannot commit beyond these numbers until we have confirmation of staffing. See the end of this document for the information that will be required to "line up".

2) Sign up for a Registration Time on Wednesday, August 9th. As soon as possible and no later than August 2nd- Families for whom there are program openings available will receive an email with links to the required forms and fees to complete the registration process. The link will also provide appointment times on Wednesday, August 9th from which families may select a convenient time come to the school to submit documents and complete the process. Also by August 2nd, families for whom there are no openings available will be emailed a notification that they have been placed on a waitlist for the program(s). If your family is placed on the waitlist, the school will contact families in time-stamp order as openings become available.

4) Program Registration- Wednesday 9th- Program registration at the school on August 9th is only for families who receive notification that openings are available for their student(s). Families should bring all required registration materials to the school at their chosen appointment time. These families should bring all required forms and a checkbook/money order to the school in order to fully complete the registration process. *No cash can be accepted.* All forms should be completed prior to your arrival to avoid delays in the registration process. They may be printed from the website or a packet may be picked up at the school.

If your family is unable to come to the school on August 9th to register, completed registration packets may be mailed to FWES. *Packets mailed must be postmarked no later than August 7th and received no later than August 10th.* Please indicate your intent to mail document on the link received to set up an appointment.

5) Waitlist families notified beginning August 11th- Any spots identified for families "in line" that have not completed the registration process will be made available to waitlisted families.

Below are screenshots of the information that you will need to complete the digital line up process:

Parent(s) Name *

Your answer

Parent Email Address *

Your answer

Parent contact phone # *

Your answer

I am interested in registering my child(ren) for Before School Care for 17-18. *

Yes

No

I am interested in registering my child(ren) for Before School Care on the following days each week. (choose all that apply) *

Monday-Friday- 5 Days a week enrollment (no need to check individual days below)

Mondays

Tuesdays

Wednesdays

Thursdays

Fridays

I am not interested in Before School Care.

I am interested in registering my child(ren) for After School Care on the following days each week. (choose all that apply) *

Monday-Friday- 5 Days a week enrollment (no need to check individual days below)

Mondays

Tuesdays

Wednesdays

Thursdays

Fridays

I am not interested in After School Care

I am interested in registering my child(ren) for Early Release After School Care for 17-18. *

Yes

No

Name of Student # 1 to be enrolled *

Your answer

17-18 Grade Level of Student # 1 to be enrolled *

Your answer

Name of Student # 2 to be enrolled

Your answer

17-18 Grade Level of Student # 2 to be enrolled

Your answer