

## FWES Before/After School Registration 2018-19

Farmington Woods Elementary has updated our Before/After School Registration Process for the 2018-19 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 6th 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 2nd 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 9:00-9:15am 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- 75 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". **In 2017-18, most available seats in both programs were filled within the first 4 minutes of the form being active.** A screen shot of the information you will need to complete for this form is at the end of this memo in order to assist families with preparation for sign up.

2) **Sign up for a Registration Time on Monday, August 6th.** As soon as possible and no later than Friday, August 3rd- 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 Monday, August 6th from which families may select a convenient time to come to the school to submit documents and complete the process. Also by August 3rd, families for whom there are no openings available will be emailed a notification that they have been placed on a waitlist along with a copy of the waitlist using the Family ID submitted with your request to register for privacy. If your family is placed on the waitlist, the school will contact families in order as openings become available.

4) **Program Registration- Monday, August 6th-** Program registration at the school on August 6th is only for families who receive notification that openings are available for their student(s). 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 or credit cards can be accepted for the 1st payment.* 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 6th to register, completed registration packets may be delivered by a friend or family member at your chosen appointment time or mailed to FWES.

*Packets mailed must be postmarked no later than August 6th 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 will be notified beginning August 10th- 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 \*

Short answer text  
.....

Parent Email Address \*

Short answer text  
.....

Parent contact phone # \*

Short answer text  
.....

Parent ID Code (families need to create this code- like an on line log-in- the ID \*  
Code will be used to maintain confidentiality of families- as the waitlist order  
will be shared in one document and families can locate their status on the  
waitlist by knowing their ID Code- but it would not be evident to others- an  
example of a Parent ID might be: your house number/pet name 105Max or  
your car/grandmother's name fordjoanne)

Short answer text  
.....

I am interested in registering my child(ren) for Before School Care for 18-19. \*

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 for 18-19. \*

Yes

No

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 18-19. \*

- Yes
- No

Name of Student # 1 to be enrolled \*

Short answer text

18-19 Grade Level of Student # 1 to be enrolled \*

Short answer text

**Name of Student # 2 to be enrolled**

Short answer text

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**18-19 Grade Level of Student # 2 to be enrolled**

Short answer text

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**Name of Student #3 to be enrolled**

Short answer text

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**18-19 Grade Level of Student # 3 to be enrolled**

Short answer text

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**Any additional information about your registration.**

Long answer text

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