

MTW Extended Day Registration Instructions:

PLEASE DO NOT SEND YOUR REGISTRATION & ACTIVITY SCHEDULE WITHOUT FULL PAYMENT. YOUR CHILD WILL NOT BE SCHEDULED UNTIL WE RECEIVE FULL PAYMENT.

PLEASE NOTE: After Friday August 2nd the Registration Fee will go up to \$120.

FULL PAYMENT INCLUDES THE FOLLOWING:

- \$80 Registration Fee for each child
- Two month's tuition (1st month and Security Deposit)
- Any special fee class you have signed up for
- Any balance due

Note: Scholarship Applicants: Please send your Registration Forms, the \$80 Registration fee for each child (or \$120 fee if after August 2nd), any special class fees, any balance due. Also please include your Scholarship form and tax information. We will notify you about your scholarship after your registration has been processed.

YOUR CHILD WILL NOT BE REGISTERED UNTIL THIS PAYMENT IS RECEIVED.

Everyone must return the required forms with their payment.

Mail or email these required forms (attached) with your payment:

- Registration Form & Signed Contract (required)
- Activity Schedule (required)
- Payment – (required) check or money order, including Special Fee Class payments - made payable to MTW Extended Day. Please put your child's name on your check or money order. We also accept check payments through your bank (Bill Pay), Chase Quick Pay, Zelle, and Venmo (see below). If emailing forms, you may send your check separately. Please note on the registration form how you will be making your payment.

For Bill Pay through your bank, use our address:

Midtown West Extended Day Corp
328 West 48th Street
New York, NY 10036
For account number, please use your child's first and last name.

For Chase Quick Pay or Zelle: Use email: billing.mtwed@verizon.net

For Venmo: use the name code: @Claude-Andree-Louissaint-1

Completing Activity Schedules

- When registering you will choose your child's activities for the entire year.

- When choosing classes please choose carefully. Note the grade level cut-off where specified.
- During the second week of January you will have the opportunity to request a class change without a change fee. Changes will be made based on availability. Changes will go into effect on February 1st.
- Classes will be filled on a first-come, first-served basis. Pre-K and Kindergarten - When completing your Activity Schedule please fill in Pre-K and Kindergarten Activities only.
- Kindergarten will be able to choose new Session II activities during January. Changes will go into effect on February 1st.
- You may choose to do an Extra Day at any time. The forms are outside the Ext Day office door. The fee is \$25 per day per child. You may also email a request in case of an emergency.

Include optional forms, if applicable - available online at midtownwestschool.org under the Extended Day drop down.

- Scholarship applications
 - If applying for a scholarship, include the Scholarship Application Form, copies of the **first two pages** (only) of your 2017 & 2018 Federal Tax Returns, the \$80 Activity Fee for each child, your Registration Form and signed Contract, and Activity Schedule.
- Karate Uniform Order Form (with a separate payment) made payable to Daimatsu Inc.
- Violin Contract and payment

Chronic Health Issues - If your child has a critical health issue the following applicable forms and necessary emergency medication must be returned before your child can begin the program

- Extended Day Health Action Plan-Asthma-Allergy-Chronic Condition
- Asthma Form (pg. 1 & 2 - This form will also go to the school nurse)
- Anaphylaxis Form (pg. 1 & 2 - This form will also go to the school nurse)

.....
Please email forms to: mtwextendedday@verizon.net. You may send your check separately or pay through the aforementioned services.

Or use snail mail to send your registration packet to:

MTW Extended Day
 328 West 48 St
 New York, NY 10036

Activities are assigned on a first-come, first-served basis so register as soon as possible.

Your child's schedule will be emailed to you by the end of August. Any changes must be requested via email immediately in order to go into effect by the beginning of classes.

All Registration Forms are also available on the MTW website and in the ED office.

ALL OUTSTANDING BALANCES MUST BE PAID IN FULL BEFORE REGISTRATION.