

**SPRING 2019**  
**MTW Extended Day Registration Instructions:**  
**For families new to Extended Day**

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

**Early Bird Registration Fee: \$80 if the registration forms and full payment are received for the Spring Semester by Friday, December 21<sup>st</sup>.**

**PLEASE NOTE: After Friday, December 21<sup>st</sup>, the Registration Fee will be \$120**

**FULL PAYMENT INCLUDES THE FOLLOWING:**

- \$80 Registration Fee for each child if received by Friday, 12/21 – Early Bird
- \$120 Registration Fee for each child if received after 12/21
- Two month’s tuition (1st month and Security Deposit for the last month)
- Any balance due

**Note: Scholarship Applicants: Please send your Registration Forms, the \$80 Registration fee for each child (or \$120 fee if after December 21st.) 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.**

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**Everyone must return the required forms with their payment.**

Mail these required forms (attached) with your payment:

- Registration Form & Signed Contract (required)
- Activity Schedule (required)
- Payment – (required) check or money order - made payable to MTW Extended Day. We also accept check payments through your bank (Bill Pay), Quick Pay, and Venmo. (see below)

For Bill Pay through your bank, use our address:

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

For Chase Quick Pay: Use email: [billing.mtwed@verizon.net](mailto: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.
- Include a 1<sup>st</sup> & 2<sup>nd</sup> choice for each activity session, 3:30 & 4:30 on every day your child is attending.
- When choosing classes please choose carefully. Note the grade level cut-off where specified.
- Changes after your registration will go into effect two weeks after receiving the request and there will be a \$15 change fee. .
- 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.
- 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.

## **Include optional forms, if applicable** - available online at [midtownwestschool.org](http://midtownwestschool.org)

- Scholarship applications
  - If applying for a scholarship, include the Scholarship Application Form, copies of the **first two pages** (only) of your 2016 & 2017 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)

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**Please mail to:**

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

You may also email the forms to [mtwextendedday@verizon.net](mailto:mtwextendedday@verizon.net) and send your check separately, or pay through one of the aforementioned services.

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

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.