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 THE FULL PAYMENT.

All registration materials and payments must be completed online.

PLEASE NOTE: We will not process any registration whose account has an outstanding balance. There will be no exceptions, except for scholarship families on a payment plan. Those scholarship families must submit all fees due (*prior balance and current registration fees*) by August 28.

FULL PAYMENT INCLUDES THE FOLLOWING:

- Registration Fee for each child - $120 or $150 after 8/21/26
- One month's tuition
- Security Deposit

Note: Scholarship Applicants: Please send your Registration Forms, the $120 Registration fee for each child (or$ 150 fee if after August 21st). Also, please include your Scholarship form and two most recent tax forms. We will notify you about your scholarship after receiving your registration forms. Scholarship forms will be found on the website at: midtownwestschool.org under the Extended Day drop down.

Scholarships are first come first serve and based on eligibility

YOUR CHILD WILL NOT BE REGISTERED UNTIL THE REQUIRED PAYMENT IS RECEIVED.

Everyone must return the required forms with their payment.

Email these required forms (attached) with your payment:

- Registration Form & Signed Contract (required)
- Activity Schedule (required)
- ED Health Action Form (if applicable)
- All payments must be made online with one of the services below:
  - Zelle Quick Pay
  - Venmo (see below)

Please note on the registration form how you will be making your payment.

In the memo section of your payment ALWAYS provide your child's first and last name.

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

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

Completing Activity Schedules

- Classes will be filled on **a first-come, first-served** basis and may close out quickly.
- **Note the grade level** all activities will be **grade specific only.**
- There will be very limited possibilities for activity changes but any requests will be charged a $25 change fee.

Additional/Optional forms, if applicable - available online at midtownwestschool.org under the Extended Day drop down.

- **Medical Forms** (as required for the following severe food allergies requiring an on-site EpiPen and chronic asthma requiring an inhaler)
  - ASTHMA MEDICATION ADMINISTRATION FORM
  - ALLERGIES/ANAPHYLAXIS MEDICATION ADMINISTRATION FORM
  - Medical Health Action Plan
- **Scholarship applications**
  - If applying for a scholarship, include the Scholarship Application Form, copies of the **first two pages** (only) of your 2025 & 2024 Federal Tax Returns, the $120 Activity Fee for each child, your Registration Form and signed Contract, and Activity Schedule.
- **Karate Uniform Order Form**

Please email forms to: Info@mtwed.org

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Activities are assigned on a first-come, first-served basis so register as soon as possible. Classes will close out quickly due to supply and demand.

All Registration Forms will also be available on the school website under the Extended Day drop down at: Midtownwestschool.org

ALL OUTSTANDING BALANCES MUST BE PAID IN FULL BEFORE REGISTRATION.

All registrations must be processed online.

The staff will not be in the building to process mailed forms or payments.