



**1301 COLLINGWOOD ROAD  
ALEXANDRIA, VA 22308  
703-768-8351**

Dear Parents,

**Please read the following carefully before returning Registration information.**

1. Registration forms must be submitted via email starting Thursday, January 12, 2024 at midnight, accompanied by a **\$100 Non-refundable Registration Fee**. Forms received and/or without a registration fee within 24 hours of submission will be removed from the queue.
2. Registration fees may be submitted using:
  - Paypal (dayschool@aldersgate.net)
  - Cash or check paid directly in the office
3. If your child is entering the Day School **for the first time**, you will be required to bring an original birth certificate to the office for copying. Stay tuned for more details on when this will occur.
4. Following confirmation of enrollment, you will be required to sign an **Enrollment Contract** outlining your financial obligations.
5. Annual Tuition payments are divided into nine equal payments. One month's advanced tuition is required along with a signed Enrollment Contract by May 15, 2024 to secure your child's space. This advanced payment is refundable until June 15, 2024.
6. Payments are due the 15<sup>th</sup> of each month from September 2024 until April 2025.
7. If your child is new to Aldersgate Day School, a current [Virginia State Health Form](#) must be on file before your child's first day of school. Health Forms are available online or in our office.
8. An emergency care form will be distributed and must be completed the first week of school.

### **Return your application promptly:**

The Day School Office will begin accepting 2023/2024 Registration Forms **via email on Friday, January 12, 2024.** The deadline for priority placement is Friday, January 26, 2024. Aldersgate Day School guarantees a space to all returning families and Aldersgate church members until the January 26<sup>th</sup> deadline; however, this guarantee extends only to placement, not necessarily to each family's first choice of class days. Some classes fill much faster than others; therefore, it is best to return your application on January 12<sup>th</sup> to optimize the chance you get your first choice of classes. **Applications will be time stamped starting at midnight on 1/12.** New applications from the community have been placed on the waiting list until January 26<sup>th</sup>. Any remaining spaces will be offered to families on this waiting list.

All registration forms **MUST** be submitted via email to [dayschoolforms@aldersgate.net](mailto:dayschoolforms@aldersgate.net). Submissions will be date and time stamped in the order they are initially received. **All registration fees must be submitted within 24 hours of the registration form.** After the 24-hour period, registration forms without fees will be removed from the queue and must be resubmitted. See below for payment options.

### **Class Offerings**

The Day School has full program offerings for the 2024/2025 school year! We hope parents will welcome the opportunity to choose a class program that best meets the needs of their children and their family. If there are questions about any of the classes, please do not hesitate to contact me by phone, email or in person.

Tuition rates for the fall school year are presented on the 2024/25 Registration Application. Please review the rates carefully before selecting your desired class space, including the \$100 nonrefundable registration fee. It is imperative that all payments throughout the school year be made promptly and, in their entirety, to ensure budgetary requirements are met.

If you have questions about your child's readiness for school, please do not hesitate to discuss with your child's current teacher or with me. Final placements will be made by the Director in direct consultation with teachers.

Please complete separate registration forms for each child in your family. If you have financial needs you would like to discuss, please do not hesitate to contact me. We look forward to working with you and your child next year.

Sincerely,

*Beth Bachmore*

Director, Aldersgate Day School

#### Summary of Important Information:

- The Day School will begin accepting applications on Friday, January 12<sup>th</sup> (no sooner).
- Only applications received by January 26<sup>th</sup> will be guaranteed placement.
- All applications must be accompanied by a \$100 registration fee (see payment options above)
- One month's advanced tuition will be due on May 15, 2024 to secure your child's space for next year. This advanced tuition is refundable up to June 15, 2024.