



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

Dear Parents,

**Please read the following carefully before returning Registration form(s):**

1. Registration forms may be submitted via email ([dayschoolforms@aldersgate.net](mailto:dayschoolforms@aldersgate.net)) starting Wednesday, January 15, 2025 at midnight (no earlier), accompanied by a **\$100 Non-refundable Registration Fee**. *Forms received without a registration fee within 24 hours of submission will be removed from the queue.*
2. Space is guaranteed to all returning families and Aldersgate church members until January 22<sup>nd</sup>; however, **the guarantee extends only to placement, not necessarily to each family's first choice of class days**. Some classes fill up faster than others; therefore, it is best to return your application on **January 15<sup>th</sup>** to optimize the chance you get your first choice of classes. **Applications must be time stamped no earlier than midnight on January 15**. We do not accept teacher requests. New applications from the community have been placed on the waiting list until January 23<sup>rd</sup>. New students on the waiting list will be offered any remaining spaces on that date.
3. Registration fees may be submitted using:
  - Aldersgate.net/dayschool (fee added); click on *Pay Online*, then *Registration Fee*
  - Cash or check paid directly in the office.
4. Annual Tuition payments are divided into nine equal payments. One month's advanced tuition and a signed Enrollment Contract (outlining your financial obligations) are required by May 15, 2025 to secure your child's space. This advanced payment is refundable until June 15, 2025.
5. Payments are due the 15<sup>th</sup> of each month from September 2025 until April 2026.
6. An emergency care form will be distributed and must be completed the first week of school.

## **NEW Students**

If your child is entering the Day School **for the first time**, you will be required to bring:

1. an original birth certificate to the office for copying.
2. a current [Virginia State Health Form](#) before your child's first school day. Health Forms are available online or in our office.

## **Class Offerings**

We hope parents will welcome the opportunity to choose a class program that best meets their children's and their families' needs. If you have questions about your child's readiness for school, please do not hesitate to discuss it with your child's current teacher or with the front office. The Director will make final placements in direct consultation with teachers.

Please complete separate registration forms for each child in your family. The \$100 registration fee is per child. 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.

If you have any questions, please do not hesitate to contact me by phone, email or in person.

Sincerely,

*Beth Bachmore*

Director, Aldersgate Day School