

Re-Enrollment Process Overview and FAQ for Parents

March 2018

1. Recommended Classes

All current students have been placed in an appropriate class for the next school year based on their academic performance and teacher recommendations. In the rare cases when the child's performance drastically changes in the last trimester, we may contact you with suggested adjustments to the recommended placement. Taking summer classes may allow for more advanced fall placement. Please check with your teacher regarding available options.

2. Open Re-enrollment Period

You should have received an email with your child's recommended class(es) for the next year. The re-enrollment period opens on March 18 and closes April 2. During that time you will be able to reserve the seat(s) for your child(ren) in their recommended classes.

The assigned seat will be held for you until the end of the re-enrollment period on April 2. If the registration is not completed by the April 2 deadline, the seat will be released. If you decide to register at a later time or your schedule changes and you would like to find another class, we will work with you to find the best available seat at that time.

3. If the recommended class schedule does not work for you

If the recommended class schedule does not work for you, please let us know. We will work with you to find other alternatives. To request an alternative class, you should submit an enrollment application and indicate your request in the Comments field of the application. Once we receive this application, we will place your child on the waiting list for the requested classes. All waitlist requests will be processed in a first-come-first serve order after the April 2 deadline. The waitlists will be processed in the following order:

- 1) First all applicants who have already paid the 2018-19 registration fee will be processed, in the order the applications are received
- 2) Then all the remaining applications will be processed in the order they were received.

The period of April 2 - April 10 will be dedicated to all internal transfer requests. On April 10, all still available seats will be released to new student enrollments.

Of course, if you choose to not re-enroll in April, we will work with you when you are ready to find the best available seat at that time. Please note however that our continuing classes are usually quite full, and it is therefore beneficial to reserve the seat as soon as possible.

4. How to reserve the seat.

Reserving the seat consists of two steps: (1) filling out the application for the next year and (2) paying the registration fee.

Step 1: Filling out the application

There are two ways to fill out the application for the next year.

Option 1: There is a link to the Enrollment Portal in the email you received with your class recommendations. Follow it and fill out the application.

Option 2: If you have not received the registration email or cannot locate it, then you can go to our website www.mwsm.com and follow the ENROLL button at the top right of the screen. You will need to log in using the same email account and password you used to register with us initially.

If you forgot the password, there is a reset password option available there. You should see the confirmation number on your screen if you have completed the registration.

Step 2: Paying the registration fee.

Once you have submitted the application in Step 1, your Smart Tuition account will be set up automatically for the next year, and will be charged \$100 registration fee. You can pay it via Smart Tuition online or by phone any time, but the \$100 must be paid by April 2 to reserve a seat in the recommended class.

Important notes:

1. When we accept your application, your 2018-19 Smart Tuition account will be created.

Note that this is a different account number from the one you had in the 2017-18 school year.

2. You may note that your 2018-19 registration fee shows in Smart Tuition as being due on June 1st. This is done to avoid late fees being charged now for those families who for any reason choose not to reserve the seats at this time, but have submitted their applications for the next year. However, until the registration fee is paid your child's seat in the recommended classes will no longer be guaranteed after the Open Re-enrollment deadline, and may be released for new enrollment or transfer requests.

3. At this time only the registration fee will be charged. The first tuition payment for the 2018-19 year is due on August 1. Your accounts will be charged in June depending on the tuition payment plan you have selected.

FAQ ABOUT RE-ENROLLMENT

1. I never received my child's recommendation? What class should they be in?

Please email info@metrowestschool.com for the recommendations. We will be happy to help.

2. The schedule does not work for me. What are my choices?

If you have not received an email detailing alternative class choices, please contact our office at info@metrowestschool.com. If you prefer an alternative class of the same level as your recommendation, please fill out the application and indicate the class you want. Your child will then be put on the waiting list for the class you prefer. After the registration deadline, we will process all waitlists in the order they were received (those with paid registration fee will have preference over those without).

3. Who will my child's teacher be?

We do not know at this time. All teacher assignments are reviewed over the summer, and final class assignments are not made until mid- August. You will receive a welcome letter from the school in late August with the teacher's name and room number.

4. I received my class choices, but there are many more classes on your schedule for my child's grade level. Why can't I have those?

At each grade level there are actually three curricular strands, referred to as accelerated, advanced and honors. While we do not advertise these levels in our schedule, each child is assigned to one of these levels based on his/her performance and teacher recommendation. If you have any questions on this placement please contact your teacher.

5. What does the letter in the class name mean? Is A better than B, B better than C?

It is a common misconception that letters relate to class levels. But these letters are just section names and do not reflect a class level all at. They are randomly assigned.

6. Why must I commit now? I don't know what my schedule will be in the fall.

Attending a program like ours is a significant commitment. We understand that our students participate in many other activities, and we provide the next year's schedule early to allow the families to plan accordingly. Our continuing classes are frequently quite full, and the earlier you register, the easier it is to find a seat available in the class of your choice. Scheduling flexibility decreases dramatically as time goes by. Creating the schedule early also helps the school plan its resources accordingly. By allocating students to classes in the spring we can plan our teachers' schedules, hire new teachers where necessary, and make sure we have enough rooms, etc. That being said, if your plans change over the summer, we will certainly work with you to transfer your child to another appropriate class.

7. When do I have to pay?

The \$100 registration fee needs to be paid by the end of the Open Re-Enrollment Period on April 2 to reserve your child's seat. The first tuition payment is due on August 1, 2018.

8. My child is already a student here, so why do I need to pay another registration fee?

The registration fee is simply a small non-refundable portion of our tuition that is used to reserve a seat for each child in an appropriate class in the new school year. It also serves to cover the enrollment overhead.

9. My child is recommended for level 5, but he will be going to the 6th grade in his regular school next year. Is there an option for him to be placed in level 6?

Our program is not necessarily aligned with your child's school program, and the placement in our program is based on your child's knowledge of the material within our program. We frequently have students from a range of grades in one class. That said, we will be happy to work with you to see if we can advance your child over the summer to qualify for a higher placement than currently recommended. Please contact Dr. Anna Charny at anna.charny@metrowestschool.com if you would like to discuss this option.

10. My child is in Level 8 now and wants to go to pre-calculus next year. Which one (ALG) or (TG) should I register for?

The topics in Pre-Calculus I and II courses are split into separate classes for scheduling convenience. We strongly encourage all current students to select both ALG and TG portions, although they can be taken on different days. If your child did not complete geometry prerequisites for these classes, please talk to Dr. Anna Charny anna.charny@metrowestschool.com.