

## **REGISTRATION INFORMATION 2010-2011**

**In order to simplify the registration process for everyone, we have chosen to use an on-line process. All registrations must be completed on-line.**

**You must have a valid e-mail address to register.**

**Applications will *not* be accepted at the FBCWE office. Registrations submitted prior to the designated hour will be withdrawn and placed at the end of the waiting list on February 12, 2010.**

### **WHEN IT HAPPENS**

**On February 1, 2010 at 10:00 am EST**, families with current students and siblings, alumni families, and members of First Baptist Church of Smyrna may register for Older One Year, Two Year, Three Year, and Pre-K Four Year Classes.

**The Kindergarten Lottery begins at the same time.** *We will accept names under the rules for current, alumni and church member families.* The deadline for entering the lottery is midnight Friday, February 5, 2010. Names will be selected by Wednesday, February 10, 2010. You will be notified by Friday, February 12, 2010 if your child was selected. If you accept the placement, we will provide you with the registration packet for you to complete and submit, in person, with the non-refundable registration fee, to the FBCWE office by Friday, February 19, 2010. Only after the current, alumni and church member children not selected are placed on the waiting list will additional children be added to the list.

**On February 8, 2010 AT 10:00 am EST**, on-line registration begins for the remaining places in classes on a first come, first placed basis. The waiting list will fill when classes become full.

We reserve the right to keep the boy/girl ratio in a class balanced by taking the first child of the needed sex from the wait list. This may not necessarily be the next child on the list.

If you pay a registration fee at the time of on-line registration, your child has a reserved place for the 2010-2011 school year. You will receive a confirmation e-mail with the registration packet attached.

Enrollment is finalized when the completed Registration Packet and Application for Enrollment is completed and returned to the FBCWE Office with your confirmation of payment of the non-refundable registration fee.

**PLEASE NOTE:** Your confirmation e-mail will be time-stamped one hour earlier than your actual registration time. This is due to the server location in Dallas, Texas which is on CST rather than EST.

## HOW REGISTRATION WORKS

### **YOU NEED TO HAVE THE FOLLOWING WHEN YOU REGISTER:**

- 1. A valid email address**
- 2. Your debit or credit card to pay the registration fee(s)  
VISA, MC, Discover or AMEX are accepted  
ATM cards will not work, it must be a check card or debit card with the VISA or MC logo**

Families will register each child at the same time by indicating your class choice(s) from the menu. Enter numbers for the quantity of spaces desired. After your selection(s) is/are made, you will total your "cart" by pressing the button at the bottom of the page. After your page, totals, you will press the CHECK OUT button.

The first page is divided into two sections: Classes Available and Waiting List.

*If the class you want is not showing in the top segment of the page you need to enter the quantity in the Waiting List section.*

**The Kindergarten Lottery choice is located in the Waiting List Section of the page.**

The second page is where you enter your first and last name and email address. Press REGISTER NOW.

On the next page the family information is completed. You will also create your Log In/User Information. Your Log In/User Name will be your first initial and last name. Then create your password. Be sure to write that down. You will use this for future registration events at our church. After your information is completed, proceed to the check-out for payment of registration fees. **If you registered last year or have registered for any Upward Sports program, you should already have a LogIn/User Name.**

Complete the information on the Payment Page and submit your payment.

The Payment Accepted page will come up with a note from me. Please print the page for your records.

**You will receive an email from me with the registration packet attached and other details. You need to do two things with this email:**

1. Please click "Reply" and complete this form with your child's name, date of birth and gender.
2. Download and print the entire registration packet. This packet needs to be returned to the FBCWE office by February 5 or 12<sup>th</sup> depending on the week you register. You do not need to rush the information to us. If you paid a registration fee, the space is reserved for your child. One form needs to be notarized. We can do that for you when you bring it to the office.

Enrollment is finalized when the completed Registration Packet and Application for Enrollment is completed and returned to the FBCWE Office with your confirmation of payment of the non-refundable registration fee.