

**Karen Scapellato / Melinda van Heerden**

# Directors

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**Registration for the 2024/2025 School Year:**

**Church members, current students and families:**

**Begin January 16th, 2024**

**New students: Begin January 29th, 2024**

**Registration Procedures**

Access our website at [www.ravensworthpdo.com](http://www.ravensworthpdo.com) and download the registration documents.

1. Fill out the **Application for Admission** (**both sides**) completely. Your application can be emailed or printed. If emailed, please mail or drop off a check to secure your registration.

2. Write your check for the **Registration Fee** for **$100** (All classes), payable to Ravensworth Baptist Church PDO Preschool (RBC PDO). The Registration Fee is non-refundable.

 **A DEPOSIT tuition equal to one month tuition is required to hold your child’s spot in the program. The deposit tuition is applied to the May 2025 payment and must be made at registration for new students or is due by May 1st 2024 for current students.**

 **Both Fees can be included in the same check.**

3. For **Current Students**, send your application and check in your child’s red bag to school. We will confirm your registration with you. If you have any questions, please just give us a call or send an email.

4. For **New Students**, please email or call for availability beginning Wednesday, January 24th, 2024. We will make individual appointments for registration.

5. **Health Form** - Required **ONLY** for students enrolling for the **1st time**. Be certain BOTH the Physical and Immunization sections are signed by the physician. The front of the form **must also be signed by the parent (bottom of page)**. This form can be found on our website.

**A HEALTH FORM** **MUST BE ON FILE BEFORE YOUR CHILD CAN ATTEND SCHOOL IN SEPTEMBER.**

6. **Proof of Child’s Identity** is a state requirement - we must see an Original Birth Certificate for all **students enrolling for the first time** at Registration or before attending school in September.