

# Hebron Day School Registration for 2023-2024 School Year

Registration will be conducted on line using Sign up Genius. There will be a separate day set up for a drive through drop off of paperwork and payment.

A link will be available on our website at <https://www.mthebrnumc.com/hds>

A drive through drop off point will be set up on **February 9 7:45 a.m. – 9:15 a.m.** to submit paperwork and payment. **FAILURE TO TURN IN PAPER WORK AND YOUR PAYMENT at this time, WILL VOID YOUR “SIGN UP” GENIUS REGISTRATION.** A friend may drop off paperwork and payment for you if you are not able to do so.

## Registration Procedure

**Church members February 2, 2023 @ 8:00 a.m. -10:00 a.m.** Drop paperwork and registration fees off on Thursday, February 9 between 7:45 – 9:15 to confirm registration.

**Currently Enrolled Students February 6, 2023 @ 8:00 a.m. – 10:00 a.m.** Currently enrolled students must register at this time to be guaranteed of a placement. **DO NOT REGISTER non currently enrolled siblings at this time.** Registration will be checked frequently and if a non-current child is registered, they will be removed. Drop paperwork and registration fees off on Thursday, February 9 between 7:45 – 9:15 to confirm registration.

**Siblings of Currently enrolled and grandchildren of current church members February 6, 2023 1 p.m. – 3:00 p.m.** Drop paperwork and registration fees off on Thursday, February 9 between 7:45 – 9:15 to confirm registration.

**Open to community Wednesday, February 8, 2023. 8:00 – 10:00 a.m.** Drop paperwork and registration fees off on Thursday, February 9 between 7:45 – 9:15 to confirm registration.

## FEES DUE AT REGISTRTION – Make Checks payable to HDS

Class	Total of Registration and Activity Fees	Early Bird: add this amount only if you register for Early Bird
Infants and Toddlers	\$110	\$10
2, 3, & 4 year olds - 5 days	\$200	\$10
5 year old Kindergarten	\$225	\$10

\*\*\*Based on the results of a survey of currently enrolled families there was not a need for the 3 day classes for twos and threes and the 4 day class for fours. Most families wish to have a 5 day class. Therefore, we will open additional 5-day classes. If you are interested in the lesser days, please register for the 5-day class and call the school to be put on a waiting list for the 3- and 4-day classes. If there is enough interest, we will possibly open those classes.

**Process – REGISTER AT YOUR ASSIGNED TIME ONLY.**

1. You will find the link on our website at <https://www.mthebronumc.com/hds> You must register during your assigned time. Sign up Genius will be monitored during the registration process. If you register early your registration will be deleted. It will be up to you to return at the appropriate time to register again. If you register late, you may find classes being filled up by the next group of registrants.
2. Click on the registration link and it will take you to the sign-up page.
3. Select the class and days for which you wish to register. For Infants, Toddlers, you must register separately for each day.
4. For ALL ages of Early Bird you must register for each day separately for your age group.
5. You may continue and register more than one child. **During currently enrolled registration time you cannot register a sibling that is not currently enrolled.** You must register them at the designated time.
6. If the class you want has no more spots, scroll down to near the end of the registration sign up and you will see Waiting List for each class. Sign up for the waiting list for the class you wish to have. It is very important to get on waiting list as if there is a need, we will open additional classes.

**Paperwork and Payment Submission – Thursday February 9 7:45 a.m. -9:15 a.m.**

Drop off spot will be at the Portico in the big parking lot near Mineral Springs. Enter the parking at the red light at Mineral Springs. Go all the way across the parking lot and turn back to the right. Drive under the carport. Driver of vehicle should be on the building side. Hand paperwork and payment to HDS staff member. Exit the parking lot to your left onto Leaphart Road. **\*\*In the event Hebron Day School is closed due to weather or other emergency situation, the drop off will be cancelled. A new drop off date will be posted on our web site.**

**Other**

1. Paperwork and payment not received at the designated time will cause the online registration to be voided.
2. A non-parent can turn in your paperwork for you. Have everything completed and payment attached
3. Make Checks payable to HDS

