



March 27, 2016

Dear Parents and Guardians:

We are (already!) preparing for the next school year, and re-enrollment for all students starts **today**. Our timeline is slightly different from past years, and the enclosed instructions and forms provide all you need to re-enroll. Timely completion of this process is a key component to successful budgeting and planning for our school. Teachers need the information to create lesson plans, establish learning goals, accommodate new students and acquire materials. The Board of Trustees and the Finance Committee use the enrollment information to make fiscal decisions on facilities and staffing.

To reserve a place for your child(ren) for next year, please complete and turn in the enclosed Parental Financial Commitment along with the deposit of \$150 on or before April 5. If turned in after April 5th, the deposit increases to \$500. The deposit is per family (not per student as in past years), and is part of next year's tuition.

Starting May 1st, tuition contracts will be available to be signed. Tuition contracts must be signed and returned, and a payment plan set up, no later than May 26th. Returning families who do not meet this deadline will be subject to a **\$250 late fee**.

Please find enclosed 2017-2018 documents:

1. **Re-Enrollment Timeline**
2. **Enrollment Letter** (*emailed to parents 3/21/2017*)
3. **Tuition & Fee Schedule**
4. **Parent Financial Commitment Form**
5. **Tuition Insurance Refund Plan Details**
6. **Tuition Adjustment Application**
7. **Health Certificate/Appraisal Form**

Other necessary information (Emergency Contact, Daily Transportation, Model Release, etc.) will be available for review and updating on the AWS Portal in June.

Please complete the re-enrollment process no later than **May 26, 2017**. If you have any questions, please contact me at aharp@aurorawaldorfschool.org or 655-2029 x112. Thank you in advance for your cooperation and timeliness in this effort and for your ongoing support of Aurora Waldorf School.

Sincerely,

A handwritten signature in blue ink that reads "Anna E. Harp".

Anna Harp
Office Manager