

After School Registration Instructions

1. Complete After School Enrollment Agreement – All families must complete an enrollment agreement. Please be sure to fill in a MPCS form if your child is attending MPCS and a Fulton Co. form if your child is attending a Fulton Co. school. Fill in your child's name and fall school year grade. Indicate the schedule your child(ren) will follow, i.e. two children for five days or one child for three days etc.
 - a. New families, please indicate on the enrollment agreement how many security cards you would like to purchase, you will need at least one to enter the building at \$10/card.
 - b. Returning families, please fill in the numbers on your card to have it reactivated.
2. Complete/Update Student Information Card & Permission Forms – In order to complete your registration, these steps must be completed.
 - a. Fulton Co. Enrolled Families: If your child is attending a Fulton Co. school next year please be certain to fully complete the emergency contact and permission forms. Please fill in school your child will attend. *In order to provide transport, we require a 4 student minimum enrollment from each school. If any school does not reach this minimum, families will be notified by July 1st.*
 - b. MPCS Enrolled families: If your child is enrolled for the upcoming school year please complete a permission form and enrollment agreement only. You will not need to complete a Student Information Card, your information can be obtained from FACTs/RenWeb.
3. Tuition and Security Fees- Tuition will be collected monthly by FACTs. All families will need to register in FACTs. Instructions to log-in and set-up a password will be sent to you via email. MPCS families that are already enrolled in FACTs do not need to create another account.
 - a. Some one-time fees must be paid via check at registration.
 - i. Submit check payment for:
 1. Security Card Fees: Payable by check \$10 per card (if applicable)
 2. Drop-in Enrollment Tuition: Payable by check \$230 in Aug and Jan.
 - b. All other associated child care fees will be collected via FACTs.
4. Return Completed Registration – Send your completed Enrollment Agreement, Student Information Card and Permission Form (if applicable) and check payment to the lower school office via mail or in person to Ali Weller.

Please contact Ali Weller with any questions at 678-336-3311, aweller@mountpispahschool.org