



Dear Parents;

In order for your child to start Totschool the following forms need to be completed. These forms are available online at [www.woodridgeparks.org/Totschool.htm](http://www.woodridgeparks.org/Totschool.htm).

Registration/Child's Record

Personal Information

Medical form

Parental Consent Form

Pick-Up Verification Form

These forms must be returned, along with a **copy of your child's birth certificate**, before the first day of class. **No child will be admitted to class until all paperwork is received.**

The next installment of tuition is due on September 1. Payment can be mailed to or dropped at the Community Center. A payment coupon is available online and should be attached to your payment. The installment plans available are as follows, please choose one:

\* 8 Monthly Installments - \$90 R / \$134 NR due the first of each month starting in September

Or

\* 2-Pay (10% Discount) - \$324 R / \$486.50 NR due on September 1 and January 1

**Important Note – Payments are due by the 1<sup>st</sup> of the month. Payments received after the 9<sup>th</sup> will be assessed a late fee of \$10.**

In order for parents and students to have an opportunity to see our classrooms, we will be having Open House on Thursday, September 1 from 10:00 -11:30 am. Please bring your forms with you at that time. If you can not join us at the Open House, you may bring the forms to the Community Center office during normal business hours. When all forms have been received, your child will be given a **Totschool bag, which is to be brought to school each day.**

Class rosters will be posted in the lobby area outside the Totschool rooms on Thursday, September 1. Please do not call the Community Center office as they will not have the class list.

Your child's first day of class will be Tuesday, September 6 and it will be one hour in length. We request that a parent bring your child to the Totschool classroom for drop off. On Thursday, September 8 class will be 1 ½ hour in length and again we ask that you bring your child to his/her classroom. The first full day of school will be on Tuesday, September 13 and we will begin using the Totschool circle drive drop off procedure. More information about this can be obtained in the Parent Handbook available online.

Enjoy the remainder of your summer and we look forward to meeting your family.

Sincerely:

Angie McGrath  
Recreation Coordinator