



## CONTINUOUS ENROLLMENT

Continuous Enrollment is a more efficient way to conduct the re-enrollment process for current students. Essentially, your child will be automatically enrolled each year at St. John's through 8th grade graduation; we re-enroll your child each year until you tell us you are not returning. Continuous Enrollment affirms our partnership between home and school for years to come.

We use Continuous Enrollment to streamline the re-enrollment process and utilize our resources more effectively, and it makes things even easier for our St. John's families and school office. We are working to save you time, and we want to count you in as a valued member of the St. John's family for next school year. That's why we use Continuous Enrollment.

**Q: What is Continuous Enrollment?**

A: Continuous Enrollment is a more efficient way to conduct the re-enrollment process for current students. Essentially, your child will be automatically enrolled each year at St. John's through 8th grade graduation. It affirms our partnership between home and school for years to come.

In other schools, re-enrollment may be opt-IN process. Annually, the school asks every family, "Are you coming back?" Parents are expected to complete a re-enrollment form if they are planning to re-enroll their child for the next school year. By switching to Continuous Enrollment, our school changes that scenario. Rather than an opt-IN program each year, we use our opt-OUT Continuous Enrollment process. We automatically re-enroll your child until you tell us you are not returning.

**Q: Why use Continuous Enrollment?**

A: For planning and budgeting purposes, we need to know how many students to plan for on the first day of school next year. Our school leaders plan diligently to ensure that we are prepared to fulfill our mission with excellence every year. Did you know that some of our classes are at or near capacity? Until our St. John's families "sign on the line" that they're coming back each year, we can't make solid plans for staffing, programs, materials, curriculum, and facility usage. We take the stewardship of tuition dollars entrusted to us very seriously. We want to invest these tuition dollars wisely so that we can provide the best education possible for St. John's students.

**Q: When will this take place?**

A: All current students in Preschool-7th Grade will be automatically enrolled for the next school year and this places your child in priority status over any new families applying for admissions. Your family account will automatically be billed for the next school year enrollment fee in two installments (PS) or three installments (K-8) due on your normal billing cycle for March, April, and May. Just let us know if you are not planning to return next year by February 28 to avoid this billing:

		March	April	May	TOTAL
Enrollment Fee	Grades K-8 (per child)	\$100.00	\$75.00	\$75.00	\$250.00
	Preschool (per child)	\$50.00	\$50.00		\$100.00

For our families who are returning next year, all you will need to do is sign your tuition agreement (and select your monthly or annual billing choices) in May or June, and you will be set to go!

With Continuous Enrollment, you will have the same access as always to make any changes and updates to your child's enrollment and demographics information. All billing information, including the number of installments, payment method and date of payment can continue into the new school year. You will be part of our school family until you tell us otherwise.

We look forward to serving our St. John's families in this way and making this process easier and more convenient!

**Q: What will the Continuous Enrollment process look like?**

A: Moving forward, our re-enrollment season (January – February) will simply be a communication reminder from the St. John's about the Continuous Enrollment opt-OUT process. If you want to withdraw your child for the next school year, you must notify the school at [surveymonkey.com/r/SJAopt-out](https://surveymonkey.com/r/SJAopt-out) no later than February 28 to avoid penalty.

**Q: What is the penalty if I break the Continuous Enrollment contract?**

A: Families that notify St. John's by February 28 may withdraw their child for the next school year without penalty; no enrollment fee will be added to your account. Our school families that withdraw their child for the next school year after February 28 will be assessed the full enrollment fee; families may request a refund minus a \$50 processing fee.

NOTE: Families that withdraw their child for the next school year after May 31 will be assessed the full enrollment fee and are not eligible for a refund.

Your early commitment to us for your child to remain at St. John's is a tremendous help in our planning and preparation to effectively continue the mission of our school.

**Q: If we decide to withdraw our child from St. John's for the next school year, how should we notify the school?**

A: Please tell us at [surveymonkey.com/r/SJAopt-out](https://surveymonkey.com/r/SJAopt-out) by February 28 that your child will not enroll at St. John's for the next school year, and you will not be billed for the enrollment fee.

**Q: But what about unique circumstances? I'm planning on keeping my kids at St. John's through 8th grade graduation. What if God has other plans for my family?**

A: We built flexibility into the Continuous Enrollment process. For major life changes and unique circumstances, we understand that St. John's may no longer meet your child's educational needs, and if so, you can request a refund of the enrollment fee minus a \$50 processing fee.

**Q: How do I benefit from Continuous Enrollment?**

A: Simplicity.

Guaranteed placement. In some years, we have waitlists for selected grades. With the strategic planning goal of increasing student enrollment, we see this becoming a trend. By opting into Continuous Enrollment, you will be securing your child's class placement until graduation.

For questions about Continuous Enrollment, current families can contact our school office at 636-464-7303 or via email: [school@sjlarnold.org](mailto:school@sjlarnold.org).