

Dear School Family,

Thank you for pre-registering your student(s) for the 2016-2017 school year. This packet was created to COMPLETE the registration process. It is imperative that the registration process be completed by **May 20, 2016**. As usual, we are experiencing very high registration volume and must make our decisions based on your prompt response. After May 20, 2016, any student who has pre-registered, but has not completed the registration process will be released and charged a \$200 withdrawal fee. (*Work and military-related relocations are exempt.*)

STEP 1-2 **BOTH FORMS MUST BE RETURNED TO THE SCHOOL OFFICE** or scan and email to jsiekman@nhcky.org.

Complete FORM 1 - Your registration commitment and intent to use our summer services/programs needs to be reported on this form. Complete FORM 2 with your selected payment plan for School Year 2016-2017. Payments made in full by **August 1, 2016** are eligible for a 3%. NHCS will continue to offer a payment installment plan at a cost of \$40 per family. In an effort to provide more payment options and flexibility, NHCS oversees the automatic tuition payments. Payments will continue on the 5th or 20th of each month. Installment plans will be based on a 10, 11, or 12-month payment period. Families now have the option to also make payment via **credit card** both ONLINE through InfoDirect or the school office. Please review the enclosed NACHA DRAFT POLICY for clarification on our withdrawals procedures. Please note the **NEW Tuition Rates** on the Bank Authorization Form and FORM 1.

STEP 3

Become familiar with the changes announced for the 2016-2017 school year. These changes will be posted on our website by July 1, 2016. Just a reminder, Kindergarten students are required to adhere to standard dress code. The School Supply List will be available on our website and faxed to our local Wal-Mart stores this summer.

STEP 4

Ensure that all registration documents are scheduled and submitted by the first day of school, August 3. By law, NHCS is required to have a certified birth certificate, current Kentucky immunization certificate, and medical forms by the start of school.

- Four-Year Old Preschoolers-Must have immunizations and an eye exam performed by an Optometrist, not a Pediatrician.
- Kindergarten- Must have a physical and dental screening.
- 6th grade students-Must have updated immunizations and a school physical.
- 7th to 12th Grade Student Athletes must have a sports physical. Forms available in lobby. HMH is offering \$10 Sports Physicals on Saturday, April 30, from 8:45 am to 9:30 am, at the 1111 Ring Road location in the back.
- Student Drivers - Must have the Student Driver form on file in school office with copy of license and insurance.

STEP 5

To better serve the needs of our busy school families, NHCS Administration will be upload an ORIENTATION VIDEO to our school website VIMEO account by Monday, July 25. We will no longer require families to attend the onsite event. School changes and upcoming plans will be discussed in detail. Student packets (including prior year SAT test results, student schedules, vehicle dismissal tags, student ID and technology passwords, etc.) will be available for pickup at the school office beginning Monday, July 25. Teachers and classrooms will not be available until OPEN HOUSE on Friday, July 29 (Noon-5PM).

STEP 6

If you are interested, sign up for summer day camp. An exciting new schedule is underway including both on and off-site special events. The schedule is attached and will be available on our website. Please register on the REGISTRATION COMMITMENT FORM. Students may attend individual days or full week. The cost remains \$20 per day / per student. Lunches, snacks, and drinks will be provided by NHCS.

STEP 7

If you want to take advantage of the NHCS Supply Packs, be sure to submit your order with payment by May 20, 2016. An order form has been ATTACHED. School Supplies, once purchased, are NON-Refundable. You may pick up your supplies at Open House in your child's homeroom.

We will be posting updates to our website over the next several months. We wish your family the best as you plan for another school year. We look forward to working with you again in the 2016-2017 school year.