



Dear Parents:

- **We will be using online enrollment again this year!** This process streamlines enrollment management, minimizes error, and provides us with accurate and updated Emergency and Safety Information for each child at school.
- **Enrollment agreements are due by March 6th.** Please do not delay. After March 6th, we will begin accepting students who have already applied from our wait pool. We certainly hope that every student returns next year, but want to make sure we can plan for any foreseeable changes.
- **All Tuition (even if paid by check) will be processed through FACTS** (our tuition management system). This step helps us to ensure accurate accounting and to further reduce our reliance on paper whenever possible.
- Financial Assistance sentence should read " If you plan on applying for Financial Assistance, the application deadline is **March 6th, 2020**. The link for FAST (our online financial aid platform) is on The Presentation School website."
- **When your registration is complete, you will receive a notice from Beehively.**
- **You will then be sent instructions from Shanna Rodgers, Accounting Specialist,** regarding FACTS.
- The online enrollment process will take approximately 15 minutes. Please complete each section to secure your child's space for next year.
- If you need any support in on-line registration please contact Beehively

[support@beehively.com](mailto:support@beehively.com) | (888) 851- 4879

Thank you,

Scott Parker  
Head of School

Lauren Miller  
Assistant Head of School