

HOW TO REGISTER FOR OVERFIELD: 2021-2022 SCHOOL YEAR

Registration for new families begins **promptly at 8:00 a.m. on Monday, March 1st online via www.enrollwithsmart.com**. (See attached instructions)

- As our classes tend to fill quickly, it is very important that you select the correct class you wish to enroll your child in. Refer to the list of our classes and corresponding age requirements below. Please review closely. If you have any questions about class choice, please **contact the office at 937-339-5111** before you enroll.
- If the class you wish to enroll in is full, you will see "WAIT LIST" in front of the class title. If you wish to be placed on the wait list, contact the office to be added. You should NOT pay the registration fee if you will be on the wait list.
- Once your registration is complete, we will mail you a folder of additional registration paperwork that needs to be completed and returned to Overfield by May 1, 2021.
- You will receive additional correspondence in the coming months before the 21-22 school year about school procedures, preparation for the first day, and welcome events.
- Financial Aid application information will be available upon request. All applications for the 2021-2022 school year must be received by May 1, 2021 to be considered for aid.

We are honored that you have chosen The Overfield School and look forward to partnering with you in your child's early childhood education. If you have any questions please do not hesitate to contact the office.

2021-2022 Class Options

Toddler Options

For children between 18 and 36 months as of August 1, 2021

- **Monday/Tuesday Toddlers** 9:00 a.m. to 11:00 a.m.
Born between 2/1/19 and 8/1/19
- **Side-by-Side Toddlers (Wednesday)** 9:00 a.m. to 11:00 a.m.
Born between 2/1/19 and 2/1/20
- **Thursday/Friday Toddlers** 8:45 a.m. to 11:15 a.m.
- **Th/Fri Toddlers w/Lunch** 8:45 a.m. to 12:00 p.m.
Born between 8/1/18 and 2/1/19

3 and 4 Year Old Options

For children who are toilet-trained and have turned 3 by August 1, 2021

- **South Side MTW Half Day** 8:30 a.m. to 12:00 p.m.
- **South Side ThF Half Day** 8:30 a.m. to 12:00 p.m.
- **South Side M-F Half Day** 8:30 a.m. to 12:00 p.m.
- **South Side MTW Full Day** 8:30 a.m. to 3:00 p.m.
- **South Side ThF Full Day** 8:30 a.m. to 3:00 p.m.
- **South Side M-F Full Day** 8:30 a.m. to 3:00 p.m.
- **South Side M-F Full Day w/EC (unlimited extended care)**
 - arrive as early as 7:00 a.m.; pick-up as late as 5:30 p.m.

4 and 5 Year Old Options

For children who are toilet-trained and have turned 4 by August 1, 2021

- **North Side MTW Half Day** 8:30 a.m. to 12:00 p.m.
- **North Side ThF Half Day** 8:30 a.m. to 12:00 p.m.
- **North Side M-F Half Day** 8:30 a.m. to 12:00 p.m.
- **North Side MTW Full Day** 8:30 a.m. to 3:00 p.m.
- **North Side ThF Full Day** 8:30 a.m. to 3:00 p.m.
- **North Side M-F Full Day** 8:30 a.m. to 3:00 p.m.
- **North Side M-F Full Day w/EC (unlimited extended care)**
 - arrive as early as 7:00 a.m.; pick-up as late as 5:30 p.m.

Kindergarten and Primary Options

Kindergarten children must be age 5 by August 1, 2021. Primary children must have completed the previous grade.

- **Kindergarten Half Day** 8:30 a.m. to 12:00 p.m.
- **Kindergarten Full Day** 8:30 a.m. to 3:00 p.m.
- **Kindergarten Full Day w/EC (unlimited extended care)**
 - arrive as early as 7:00 a.m.; pick-up as late as 5:30 p.m.
- **1st Grade** 8:30 a.m. to 3:00 p.m.
- **1st Grade w/EC (unlimited extended care)**
 - arrive as early as 7:00 a.m.; pick-up as late as 5:30 p.m.
- **2nd Grade** 8:30 a.m. to 3:00 p.m.
- **2nd Grade w/EC (unlimited extended care)**
 - arrive as early as 7:00 a.m.; pick-up as late as 5:30 p.m.
- **3rd Grade** 8:30 a.m. to 3:00 p.m.
- **3rd Grade w/EC (unlimited extended care)**
 - arrive as early as 7:00 a.m.; pick-up as late as 5:30 p.m.

SMART TUITION GENERAL REGISTRATION INSTRUCTIONS

The Overfield School has partnered with Smart Tuition to service your child's tuition account. To register online, please follow the instructions below:

1. ONLINE REGISTRATION

Visit: www.enrollwithsmart.com

2. WELCOME TO ENROLL WITH SMART

Click on the blue box, Create a New Account.

3. FIND YOUR SCHOOL

Enter "The Overfield School" in the search box. Make your selection by clicking the green circle.

4. SECTION 1 – WHO WILL PAY?

Enter the parent, guardian, or bill payer's contact information. Please provide your telephone number and email address as Smart Tuition regularly communicates important information about your account via telephone and email.

5. SECTION 2 – WHO WILL ATTEND?

Enter the names and grades of the children who will attend Overfield. If you already have a child in this school with a Smart Tuition account, simply add any additional children to your existing account by going to enrollwithsmart.com and enter your current account information under I Have A Smart Account.

6. SECTION 3 – HOW & WHEN TO PAY?

Review the payment plans offered and choose one. The payment plans listed are selected by your school and cannot be changed by Smart Tuition. Select your preferred payment method and due date from the options offered.

7. SECTION 4 – SUBMIT

Review Overfield's Student Enrollment Contract and Smart Tuition's terms and conditions. Click SUBMIT ENROLLMENT to complete your online registration.

REGISTRATION APPLICATION SUCCESSFUL

You will receive a confirmation page with your Smart Tuition Family ID. Your school will then review your registration, and once complete, you will receive confirmation from Smart Tuition.

ACCOUNT ACTIVATION

Once your school has reviewed and activated your account, you will receive an email with login instructions.

To view your balance, make payments, update your personal information, or chat with a live representative, access your Smart Tuition account at parent.smarttuition.com.

The Smart Tuition program manages tuition payments and follows the policies established by The Overfield School. Decisions regarding tuition amounts, tuition aid, scholarships, and all other tuition related items are made by Overfield.

We look forward to working with you and your family this year! The SMART Tuition Parent Contact Center is available 24 hours per day. Families can access their accounts to check balances and make payments. Call us at (888) 868-8828.