

# **Paramus Early Childhood Center - Registration/Tuition system needs**

## **Registration**

Two weeks prior to Open Registration - Ability to register currently 3-year-old students to the next year 4-year-old program PRIOR to opening to the public. I prefer not to issue a link for parents to register themselves, so we can avoid anyone sharing the link with people who are not currently registered. The current system lets me register them for the program and then the registration fee is just added to their account and they log in and pay the fee.

Registration opens on a specific time/date with limited seat availability. Once the program is full, registrants are notified the program is full and are automatically placed on a waitlist.

All out of district registrants (anyone who does not live in Paramus), are automatically placed on a waitlist.

### **Programs available (seat availability to be confirmed by Program Coordinator)**

3-year-old program - Students MUST be 3 years old on or before October 1, 2026. Seat availability max is 27.

4-year-old program - Students MUST be 4 years old on or before October 1, 2026. Seat availability max 44.

- Ability to add students to the program off the waitlist if needed
- Ability to withdraw students at any time and refund tuition if needed
- New student registrations will not have any student ID numbers

## **Registration information from parents**

1. Parent/Guardian names (mother and father), address, phone number, email addresses for both parents.
2. Student name and date of birth

## **Registration Forms**

If registration forms are loaded into the system, will they be printable on my end? If not, then I will not have them completed through the system. They need to be printed for a student folder. I also need a birth certificate and physical forms which we cannot have put into the system.

## **Tuition costs**

In district 3-year-old and 4-year-old students - Registration fee is the \$950.00 which is tuition for the September 2026 NON REFUNDABLE.

Monthly tuition of \$950.00 is due on Sept 15 (for month of October), Oct 15 (for month of November), Nov 15 (for month of December), Dec 15 (for month of January), Jan 15 (for month of February), Feb 15 (for month of March), March 15 (for month of April), April 15 (for month of May), and May 15 (for month of June).

Out of District (non Paramus students) - Only to be placed in the program off waitlist by Admin Assist. Registration fee is the \$1,250.00 which is tuition for the September 2026 NON REFUNDABLE.

Monthly tuition of \$950.00 is due on Sept 15 (for month of October), Oct 15 (for month of November), Nov 15 (for month of December), Dec 15 (for month of January), Jan 15 (for month of February), Feb 15 (for month of March), March 15 (for month of April), April 15 (for month of May), and May 15 (for month of June).

Late fees - \$15.00 late fee to be assessed to accounts that are 10 days late.

### **Reporting Needs and General Information**

- Ability to print reports with detailed information regarding payments, overdue payments
- Ability to print a list of students registered for the program with their detailed information
- Ability to print a list of students on the waitlist - in district and out of district
- Ability to look up a student and retrieve their information along with payment history
- Ability to reset a parent's password if necessary
- Ability to email parents who are late for tuition payments