

HOW TO ENROLL

1. **ALL ENROLLMENT IS THROUGH THE GCA OFFICE. DO NOT CALL THE SCHOOL!**

If you are unsure about any part of the application, complete it to the best of your ability and mail it with a note explaining your concern. This will insure your priority in class placement.

2. **ON-LINE ENROLLMENT.** You can do ALL registration online at www.giftedca.org. You can pay by check or use PayPal for any other form of payment. Please update your membership information, and complete your registration through the online system. **Current members have priority registration until April 4, 2009.** All registration is processed in order payment is received, priority given to Parent Reps for that day's registration. When you register online, all you have to do is print out a copy of the forms for your records. It will also prompt you to print the Emergency and Conditions form to be signed and mailed in to the GCA office- 12418 Debby Street, Valley Glen, CA 91401. If you pay by PayPal you are done. If you pay by check, you need to mail the check with your reference number to the GCA office along with your Emergency and Conditions page. Please put your reference number on your check. Please include a current picture of your child with the Emergency and Conditions.

3. **Mail in enrollment.** We can accept mailed in applications. You may print all the forms and complete them in ink, complete the Emergency and Conditions of Enrollment forms sign them and mail them in with a current picture of your child and your check. CREDIT CARDS are only take through online registration.

4. **CLASS FEES WILL NOT BE REFUNDED UNLESS WE ARE UNABLE TO PLACE YOUR CHILD IN A CLASS.**

5. For those who need to pay on the payment plan, 1/2 of the total fees are due upon registration and the balance must be paid by June 1, 2009. There is a \$10.00 processing fee for partial payment plan registrations. Any student on the payment plan not paid by June 1 or has not made prior arrangements will lose any priority on class placement. ***This can be done by mail-in registrations only; NO Partial Payments on PayPal.***

6. Many classes include supply fees. These fees are due and payable with registration. Please pay for your 1st choice. If you are given an alternate choice class, these fees will be adjusted accordingly.

7. Insurance fees of \$15.00 per child are due and payable with registration. This fee covers the entire six weeks of the summer program.

8 Please make **second and third** choices of classes. Many classes fill quickly and sometimes we must make changes in the program. This will allow us to process your form quickly. Applications without backup choices are held back until we can reach someone and often times the additional choice class will then be filled.

9. Upon receipt of mailed applications, an acknowledgement of receipt will be mailed. This will **not** verify which classes you will be in, but will let you know we did get your application. If there are any problems with your registration, we will call you to correct the situation. **On-line registrations** will receive an email confirming your application.

10. **On Saturday, June 13th** we will have a **Welcome to GCA Continental Breakfast from 9-11 am** to distribute class schedules. Those not attending this event will be mailed their schedule the following week. This packet will include directions to the school and requests for any missing paperwork that must be brought to the first day of class.

On-line Registration Forms: GCA uses an online membership and registration system. Go to our web site www.giftedca.org and select on-line registration. Please update your membership information there, even if you choose to register by mail.

How to Communicate with GCA

In order to better serve you, GCA has added some quick ways to communicate with us.

For Faster Response:

Email:

GIFTEDCA@aol.com

This allows us to reply late at night after work.