



# COMPASS SCHOOLHOUSE REGISTRATION INFORMATION & FAQs

## REGISTRATION INFORMATION – 2025/26 School Year

- Registration period: January 2<sup>nd</sup> – January 13<sup>th</sup>
- Open House: Saturday January 4<sup>th</sup> ([CLICK HERE](#) to sign up for a slot)
- Submit applications via online form to be available by January 2<sup>nd</sup>
  - After submitting your application, you will receive an invoice via Procure indicating the amount due (within 24 hours, Monday through Friday).
  - Make your payment through Procure via ACH (*preferred* and no fee), credit card (fee) /debit card (fee to be invoiced after submission). Credit/Debit fee is 2.7% plus \$.30 per transaction.
  - If paying by check, please submit payment to the Compass Office team after online form is complete.
- Application fee and 1<sup>st</sup> tuition installment must be received by January 15<sup>th</sup> to process application. (Both payments are non-refundable, and all prior outstanding balances must be paid in full).
- Classes are assigned via a lottery system in the following order: Current Compass families, then new students.
- Classes may fill up during the registration period. It is our goal to accommodate all students desiring to enroll at Compass. When a requested class reaches capacity, your child will be placed in an alternate class and on the wait list for the requested class.
- Class notifications are sent via email the week of January 21<sup>st</sup>.

## TUITION (10 installment payments)

| 25-26 Tuition installment pricing (10 installment payments per year) |                       |   |
|--|-----------------------|---|
| Scheduled Days   | 1 <sup>st</sup> Child | 2 <sup>nd</sup> /3 <sup>rd</sup> child (10% discount) |
| 2 DAYS   | \$422                 | \$380   |
| 3 DAYS   | \$590                 | \$531   |
| 4 DAYS   | \$687                 | \$618   |
| 5 DAYS   | \$795                 | \$715   |
| (JUNIOR K ONLY) 4 DAYS WITH PALS                                     | \$1,092               | \$983   |
| (JUNIOR K ONLY) 5 DAYS WITH PALS                                     | \$1,200               | \$1,080   |

## FREQUENTLY ASKED QUESTIONS

**When submitting my application, how can I pay the application fee & 1<sup>st</sup> tuition installment?** Make payment through Procure electronically. You will receive a Procure invoice with your amount due within one day after submitting your application. OR Drop off a check / cash after submitting the application link. If you make a payment via check, the amount will be invoiced through Procure and then the check will be applied. Payment must be made by January 15<sup>th</sup>. (See 'Ways to Pay' through Procure below).

**I am a new family. What is Procure, how do I set up a Procure account and will this delay my enrollment?** Compass uses the Procure app to communicate with families and process invoices. Upon submitting your registration, you will be invited to download Procure. Setting up a new Procure account will not delay/effect enrollment if payment is received by January 15<sup>th</sup>.

**How does enrollment work? If I submit my application, am I automatically enrolled?**

Registration is from January 2<sup>nd</sup> – January 13<sup>th</sup>. Submitting an application does not guarantee enrollment. Class assignments will be sent out the week of January 21. Students not placed in their requested class program will be reimbursed the 1<sup>st</sup> tuition installment. The application fee remains non-refundable.

**Will my child definitely get into the requested class?** Students are assigned via a lottery system. We make every effort to accommodate first choices. Occasionally, a child may be placed in a class time or schedule that was not requested due to days/class being full. If your child does not get placed in a class or is assigned a class time that you did not request, they will be placed on our wait list and you will receive a refund of the 1<sup>st</sup> tuition installment. The application fee remains non-refundable. NOTE: Our Tykes program has a maximum of 12 students.

**When will I receive notice that I have been assigned to a class?**

Class notifications will be sent via email January 21 – 24.

**How do I pick my schedule?**

For most classes, you may choose the days you would like your child to attend school as follows:

- Tykes AM Only: (10/2/23- 9/4/24): Tuesdays and Thursdays only. (Must attend both days.)
- \*\*2s AM DOB (3/5/23-10/1/23): 2 day minimum. Class in session Mondays, Wednesdays, and Fridays.
- \*\*2s AM DOB (10/2/22 - 3/4/23): 2 day minimum/4 day max. Class in session Monday through Friday.
- 2s PM: (10/2/22 – 10/1/23): 2 day minimum. Class in session Monday – Thursday.
- 3s AM or PM:(10/2/21 – 10/1/22): 3 day minimum. Class in session Monday through Friday.
- Jr. K AM or PM: (10/2/20 – 10/1/21): 4 day minimum. Class in session Monday through Friday. (see below for Pals information).
- Kindergarten: 5 full days only.

**\*\*I have a 2-year-old, what are my enrollment options?** We have 3 enrollment options for 2-year-olds:

- For students with birthdate: 3/5/23 - 10/1/23: You may choose a 2 or 3 day AM schedule. Days available: Monday, Wednesday & Friday
- For students with birthdate: 10/2/22 - 3/4/23: You may choose a 2, 3, or 4 day AM schedule. (Available days: Monday, Tuesday, Wednesday, Thursday, Friday)
- For students with birthdate: 10/2/22 - 10/1/23: You may choose a 2, 3 or 4 day PM schedule. (Available days: Monday, Tuesday, Wednesday, Thursday)

**\*\*Why are there different enrollment options for a 2 yr old and a 2 ½ year old?**

Based on NJ licensing laws, students under 2 ½ years of age must be in a classroom that has a ramp for direct outdoor egress. Due to space limitations, the licensing egress requirement dictates our schedule options.

**What are the class hours?** Our class hours are staggered as follows:

- Tykes & 2s AM: 9:00 am – 12:00 pm
- 3s AM: 8:50 – 11:50 am
- JRK AM: 8:45 – 11:45 am
- 2s PM: 12:30 – 3:30 pm
- 3s PM: 12:30 – 3:30 pm
- JRK PM: 12:30 – 3:30 pm
- Kindergarten: 8:40 am – 2:40 pm

**What are the class sizes/ratios:**

- **Tykes:** class size up to 12 students | 1:3
- **2's:** class size up to 12 students | 1:6
- **3's:** class size up to 15 students | 1:8
- **Jr. K:** class size up to 16 students | 1:8
- **Kindergarten:** class size 18 students | 1:9

**What optional programs are offered?**

Enrichment: STEM, Messy Art, Global Adventures, Going Places, Music, Puppetry, Super Students...are all examples of the Compass SchoolHouse Enrichment Program. Students learn in a small group setting, taught by our dedicated Compass Team. Enrichments include time for lunch, playtime and instruction.

Flex: You may extend your child's day with our FLEX program with supervised playtime.

\* 2:30-4:00 pm – Kindergarten, Junior K and 3s Only

\* 3:30-4:00 pm - 2PMs, 3PMs JRK PM Classes

\* 8:45 – 9:45 am - 3s PM & JRK PM classes only (when attending Enrichment/PALS)

## What programs can be added for the 3s classes (Additional programs are for fully potty-trained students)

3s AM Class Time: 8:50 – 11:50

Enrichment Class Time ~ includes time for lunch: 11:50 – 2:30 (Offered Monday – Friday)

Flex: 2:30 – 4:00 (Offered Monday – Friday)

\*\*Compass is not a napping program so children should be able to withstand a longer day if enrolling in Flex.

3s PM Class Time: 12:30 – 3:30

Enrichment Class Time ~ includes time for lunch: 9:45 – 12:30 (Offered Tuesday & Friday).

AM Flex: 8:45 – 9:45 am (On Enrichment days only)

PM Flex: 3:30 – 4:00 pm ~ offered daily

## What programs can be added for the Junior K classes

Junior K s AM Class Time: 8:45 – 11:45 am

- Enrichment Class Time ~ includes time for lunch: 11:45 am – 2:30 pm (Offered Tuesdays/Wednesdays and Fridays and can enroll session by session)

- PALS Class Time ~ Includes time for lunch: 11:45 am – 2:30 pm (Offered 3 days – must enroll for the year)

Junior K s PM Class Time: 12:30 – 3:30 pm

- Enrichment Class Time ~ includes time for lunch: 9:45 am – 12:30 pm (Offered Tuesdays and Fridays and can enroll session by session)

- PALS Class Time ~ Includes time for lunch: 9:45 am - 12:30 pm (Offered Mondays, Wednesdays and Thursdays – must enroll for the year)

- AM Flex: 8:45 – 9:45 am ~ offered daily for students enrolled in Enrichment & PALS
- PM Flex: 3:30 – 4:00 pm ~ offered daily

## What is the PALS program? – 3 DAYS

The Compass PALS full day program and is an extension of our Jr. Kindergarten class and meets 3 days per week (Monday, Tuesday, Thursday or Monday, Wednesday, Thursday). The longer day allows teachers to expand language, pre-writing, and pre-reading skills using classic children's literature as the foundation of the program. Lunch and outdoor playtime are also included.

- To deepen vocabulary/linguistic skills and enhance mental organization, we connect stories to various activities
- Students have personal journals used for developing their creative minds and story recollection abilities while engaging in hands on activities that foster small motor dexterity.
- PALS students create several books as a class throughout the year, exposing them to concepts such as author, illustrator, characters, setting, plot, sequencing, and comprehension.
- Music, large and small motor activities and learning games relevant to each week's story serve to help children connect the curriculum in a developmentally appropriate way.

## How does your billing system work?

Tuition is calculated by multiplying the per day rate by the number of a student's enrolled days and divided into 10 installment payments. The 1<sup>st</sup> installment is due with the application. The 2<sup>nd</sup> installment is due June 1<sup>st</sup>. The remaining 8 installments are due on the first of the month from September through April. Although the school year ends in June, our business model dictates that the year's tuition installments are completed by April 1<sup>st</sup>. Procure will remind you when a tuition installment is due. Payments collected after the 7<sup>th</sup> of the month will incur a \$25 late fee.

## What are the different ways to pay through Procure?

- **ACH (NO CHARGE): PREFERRED:** (Similar to Zelle). You will be prompted to enter your routing number and bank account. You can set billing up to automatically recur or you can PUSH payment through each month.
- **CREDIT CARD:** 2.7% + \$0.30 transaction fee which will be calculated at checkout.
- **DEBIT CARD:** 2.7% + \$0.30 transaction fee. ***You will not see this fee immediately, but it will be charged back to you next month.***
- **CHECK & CASH:** No additional charges.

## Who do I contact regarding registration questions?

Contact Stacey Kelly, Operations Manager, with any questions at [stacey.kelly@compassschoolhouse.com](mailto:stacey.kelly@compassschoolhouse.com) or 908-232-2084