

Vacation Station/QUEST enrollment for Summer 2017 and School Year 2017-2018 program year will begin on April 18 at 10:00 a.m.

All registrations must be completed 2 business days before the date you want your child to begin attending.

All family accounts in Francis Howell tuition-based programming must be up-to-date in order for your registration to be processed. (Francis Howell Preschool, Vacation Station, QUEST)

Please note: You will no longer be able to enroll on-line for the remainder of the 16-17 school year. If you need to enroll for the current school year, you will need to contact your Vacation Station business office at your child's school to enroll.

REGISTRATION PROCEDURES

Vacation Station and QUEST are moving to a new electronic registration and billing system, Procure. Procure will continue to provide the opportunity for families to register on-line and the convenience of using your debit or credit card for electronic payments using Mastercard or Visa.

- There is a 2.5% service fee for all debit/credit card purchases.
- At the time of enrollment, you will choose your primary method of payment. If you choose debit/credit card; the service charge will automatically be added to your statement.
- If your primary method of payment will be cash/check and you need to make an occasional credit card payment; you will be charged the service fee the following week.

ELECTRONIC REGISTRATION

Complete your registration on line at www.fhdschools.org . Go to:

- Select a school (top left hand corner of the screen)
- Vacation Station (bottom of right column of the drop down box)
- Enrollment (enroll online: <https://tinyurl.com/FHSDVSandQuest>)
- Enroll online
 - QUEST enrollment
 - For families with QUEST only enrollment-choose QUEST button to register
 - For families registering Vacation Station **and** QUEST; enroll all children at your Vacation Station home school. Our Administrative Assistants will move your QUEST enrollment to the correct location.

The supply/activity fee will be invoiced once your enrollment is accepted by our office. Your registration is complete once the supply/activity fee is received. **You will receive an email once your account is imported.**

REGISTRATION BY APPOINTMENT

Schedule an appointment to register in person. [Click here](#) for a listing of Vacation Station/QUEST sites and staff contacts. The Supply/Activity fee is due by check, debit/credit card or cash at the time of enrollment.

What to bring with you if you register in person:

- Picture ID: Driver's License or State ID
- Your supply/activity fee payable to FHSD in check, money order, cash or debit/credit card. (a service fee of 2.5% will apply to all debit/credit card payments)
- Contact information for at least 2 adults other than the student's parent's/guardians
- Name and phone number of your child's doctor
- Access to your email account to receive confirmation number (if you do not have an email account; our Administrative Assistants will assist you in completing your enrollment)

FUN FACTS

- You can attach a personal photo of your child and/or yourself to your registration!
- We will be asking for the cell carrier for your cell phone. If provided, we can send emergency information texts to your phone through the registration system. (snow days, school closures)
 - Any adult with a cell carrier listed will receive emergency/informational texts from VS/QUEST.