

Dear Arbor Families,

Spring 2021 planning is underway!

As mentioned in yesterday's email, The Arbor Board and I have decided that although we all very much miss having classes in person, it is best to plan ahead for ***The Arbor to be online for the Spring 2021 session***. If you haven't already, please see [yesterday's email from the Board](#) for additional explanation of the rationale for this decision.

We are planning to publish the Spring 2021 Schedule on Friday, October 16th.

Once the schedule is published on Friday, October 16th, please check the class descriptions, prerequisites, any required materials, etc. Here is [Arbor's 2020-2021 calendar](#), which is also linked on our home page.

Registration Information

Priority Registration Phase 1: Friday, October 16 to Sunday, October 25 at 10pm

During Priority Registration Phase 1 Arbor families with children in Fall 2020 session-long classes who would like to continue with the spring companion class will be able to reserve a spot in spring classes that are *at the same time, on the same day, and with the same teacher* by registering via the [Parent Portal](#). *If you prefer to change to a different time, day, or class(es), please wait until Priority Registration Phase 2 to register.*

Please note that our system won't prevent you from registering for other classes, but families will only be eligible to register for spring companion classes for classes your children are currently taking during this session. If you accidentally register for other classes, you'll receive a friendly email that the additional classes have been dropped and asking you to re-register for those classes once your family is eligible for registration during Phase 2.

Year-long classes: Please note that if your children are currently taking any year-long classes (High School, Pre-Algebra, and Essentials of Mathematics), you do not need to re-register for spring. You should have received a revised statement from Trianna via email sent to families in year-long classes on Friday. This email will indicate your remaining spring PO balances which need to be received no later than Thursday, December 10, 2020. If you did not receive a statement or have any questions about your statement, please reach out to Trianna at thearborreg@gmail.com.

Priority Registration Phase 2: Week of October 26th

Spaces not reserved by continuing families during Priority Registration Phase 1 will be available for other Arbor families to register for during Priority Registration Phase 2.

Register via the [Parent Portal](#) during Phase 2 for any classes that will be new to your children. If you are not sure when you began taking Arbor classes, please email Trianna Eichinger at thearborreg@gmail.com. Again, our system will not prevent you from registering early, so if you accidentally register before you are eligible, you'll receive a friendly email from us letting you know that we've dropped the classes and asking you to re-register.

Monday, October 26th 10:00 AM-10:00 PM: Arbor teachers, staff, and board members

Tuesday, October 27th 10:00 AM-10:00 PM: Families with students who began to attend Arbor classes in the 2018-2019 school year or prior.

Wednesday, October 28th 10:00 AM-10:00 PM: Families with students who began to attend Arbor classes in the 2019-2020 school year or prior.

Thursday, October 29th beginning at 10:00 AM: Families with students who newly attended classes in Fall 2020. (The office is usually closed on Thursdays, but will be open on 10/29)

****For Spring 2021 registration, returning families who did not attend classes in Fall 2020, but attended Arbor classes in previous years may register according to the dates of attendance above. Please note that beginning with Fall 2021 registration, returning families, who did not elect to take classes with us during the 2020-21 school year, will be eligible to register on the last day of the Priority Registration period.*

New Family Registration: Monday, November 2nd at 10:00 AM: Families new to The Arbor may register on Monday, November 2nd beginning at 10:00 AM.

Payment

Please review the statement we will send you upon registration. Additional payment details can be found on our [Payment Policies](#) on our Registration page.

Students whose payments are up to date, including receipt of Purchase Orders/Order Agreements will be added to their Arbor classes in Canvas around Monday, January 4th. Students may not attend class if payment and/or purchase order has not been received.

Private Pay

Private payment at the time of registration will secure your registration. Please log into the portal to pay your class fees at the time of registration or see the [Payment Policies](#) for additional payment options, including a payment plan for families who owe more than \$500. The first payment of the payment plan plus the fee is due at the time of registration.

If payment is not received within 7 days, students will be dropped from their classes.

Charter School Instructional Funds

New for the Spring 2021 Session! At the time of registration families using charter funds will need to email Trianna at thearborreg@gmail.com regarding the amount of POs they plan to

submit for spring. Failure to email regarding PO amount within 7 days may result in classes being dropped. If you are participating in both Phase 1 and Phase 2 of Priority Registration, you may wait until making changes on your Phase 2 registration day before emailing regarding spring POs.

Please submit your spring Purchase Orders/Order Agreements by December 10th. See page 3 of the [Payment Policies](#) linked on our Registration page to see whether we prefer monthly or session-long POs from your charter. Make sure to use the spring class fee amounts in the tables and issue POs for **five Spring months (January-May)**.

Payment, including purchase order submission, is the family's responsibility. If POs are not received by December 10th, families must contact the office to arrange payment or students may be dropped from their classes. Please consider logging into the Parent Portal in early December to confirm that your POs have been received.

Drop, Change, and Refund Policies

SPRING 2021 SESSION CLASSES

From October through November 30th: schedule changes will not incur a fee

From December 1st through December 31st: no charge to add a class; \$25 per class fee to change a class; \$75 per class fee for dropped classes*

From January 1st through January 31st: 50% refund for dropped classes*

After January 31st: No refunds*

*The Arbor's Drop, Change, and Refund Policies apply to ALL Arbor families. When paying with charter funds, if some or all of the fees are not paid for by the charter school for any reason, families are responsible for any remaining amount not paid for by their charter school. Any family not in good financial standing will need office approval prior to registering for any upcoming session.

Please email any registration or billing questions to Registration & Billing Coordinator Trianna Eichinger at thearborreg@gmail.com or you can also call us at (714) 340-3433 on Mondays, Tuesdays, Wednesdays, and Fridays from 8:30-3:30.

We hope you'll consider joining us at The Arbor Online this spring!

Thank you,

Kim

Kim Megyesi, Director

The Arbor Learning Community