

# LAGUNA BELAIR SCHOOL

City of Sta. Rosa, Laguna

Tel. (049) 541-0404 Local 11

November 9, 2011

**Dear Parents,**

The school is now preparing for year 2012-2013. To arrive at valid logistical projections for next school year, we need to know the number of old students who will be re-enrolling in LBAS. Therefore, we kindly request you to make reservations for your child/children.

Please allow us to underline the fact that the data to be yielded by the reservations slip system are vital for the following reasons:

- LBAS has a prescribed class size: 25 for pre-school and 38 for all other levels.
- LBAS has a small population (about 800 students only)

To ensure quality, we want to keep the prescribed class size. To increase enrolment, we want to welcome new students who will meet our requirements. To pursue both ends, we need the reservation data to act on the application of new students.

## **RESERVATION GUIDELINES FOR SY 2012-2013:**

1. Reservation shall be filed at the **REGISTRAR'S OFFICE only**.
2. Reservation shall be made from **Nov. 14, 2011 to Jan. 13, 2012**. Thereafter, please know that we shall begin to entertain new students.
3. Reservation must be filed **personally by either of the parents or a guardian**, or by a representative carrying a written authorization duly signed by either of the parents/guardian.
4. Reservation fee paid shall be deducted from the total amount of the tuition fee due come enrolment time. Reservation fee refund is allowed **only until January 13, 2012**.
5. Reservation is completed only upon presentation of the Official Receipt of the reservation fee at the Registrar's Office.
6. Accepted reservation shall be valid only within the regular enrolment schedule (released by the school at year-end). Unless we get a written notice with a valid excuse for not enrolling as scheduled, we shall interpret your non-appearance as an indication that we can give your slot to a new student.
7. Failure to file the reservation within the prescribed period shall be interpreted to mean that the parents/guardian will not let their child/ward continue studying in Laguna BelAir School.
8. Release of credentials to a student for application and transfer purposes automatically cancels a child's reservation for school year 2012 -2013.
9. For Preschoolers, the principle of "first-come, first-served" will be applied for purposes of sectioning (A.M. / P.M.). However, the option for a time slot will be made available to parents only upon actual payment of the reservation fee.

Please find herewith attached a copy of the information on how to go about with the reservation. Should you have any questions, please let us know immediately so we can respond to your needs.

Sincerely,

**JOEL L. DE CASTRO**  
Registrar

Noted by: **MICHELLE B. ZETA**  
Principal

**MERCEDES C. DANENBERG**  
Director

**HOW TO FILE ONE'S RESERVATION FOR SY 2012-2013**

- STEP 1            Parent/Guardian or representative signs in the reservation log at the **REGISTRAR'S OFFICE**. An authorized representative must submit a written authorization.
- STEP 2            Registrar or any authorized admission personnel countersigns the Reservation Form.
- STEP 3            Parent/Guardian or representative pays the **P2, 500.00 reservation fees** to the school cashier. **Reservation is completed at this point.**

**IMPORTANT REMINDERS:**

1. Parents/Guardians are advised to keep the Official Receipt for their own file.
2. Written requests (in triplicate) for the refund of the reservation fee paid shall be submitted to the Accounting Office on or before **January 13, 2012 only**. This applies only to those who may belatedly decide not to re-enroll their children in Laguna BelAir School.



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**ACKNOWLEDGMENT RECEIPT**

Re: Reservation SY 2012-2013

I acknowledge receipt of the letter dated November 9, 2011 from the Registrar's Office regarding the reservation of old students for SY 2012-2013. I fully understand and accept the content of the letter.

I wish to inform you that, for SY 2012-2013 (*Pls. Check*):

\_\_\_\_\_ My child, \_\_\_\_\_, will re-enroll for \_\_\_\_\_ (*level*).

\_\_\_\_\_ My child, \_\_\_\_\_, will not re-enroll for \_\_\_\_\_ (*level*).

**I understand that the above indication does not constitute a reservation.** Reservation is completed only upon presentation at the Registrar's Office of the Official Receipt of the reservation fee. **Further, I understand that a non-reserved old student cannot be readmitted if the prescribed class size has already been reached.**

Signature of Parent/Guardian        : \_\_\_\_\_

Printed Name of Parent/Guardian    : \_\_\_\_\_

Date Signed                                : \_\_\_\_\_