



BEGINNING OF THE YEAR CHECKLIST

- Pay September Tuition** - Payable to Soquel PENS via cash, check or PayPal through our website, http://www.soquelpens.org/store/c2/PAY_TUITION_%26_LATE_FEE.html . Write what month's tuition, child's name and class in the memo (ex. September Tuition, Ellie Lopez, T/Th AM) Put payment in black box at school, mail to Soquel PENS (397 Old San Jose Rd., Soquel, CA 95073) or notify your teacher that you have paid online.
- Attach Fall Registration Fee to the Watsonville Aptos Santa Cruz Adult School (WASCAE) Registration Packet.** Write: "Soquel PENS - Reg Fee" on the check. **Bring Attendance deposit check to school or notify us that you have paid online.** Write: Attendance Deposit, Child's Name and Class in memo area for checks.
- Sign Soquel PENS Requirements Contract and return it to your teacher.**
- Acquire and attach copy of child's immunization record with WASCAE Registration Packet**
- Acquire and attach current (within past four years) Negative TB Test for each working adult with WASCAE Registration Packet**
- Turn in completed WASCAE Registration Packet including: one check to WASCAE for the Fall Fee, Requirements Contract, Negative TB test, Copy of Child's Immunization Records** to Soquel PENS teachers or to Watsonville Aptos Santa Cruz Adult Education site at 319 La Fonda Ave.
- Complete Fingerprinting for each working adult (New members only)**
- Check Directory** and update contact information if needed
- Read Handbook online - <http://www.soquelpens.org/member-information.html>**
- Put extra clothes and diapers (if needed) in child's cubby**
- Put Orientation packet in accessible place for future reference**
- Interested in a scholarship?** We have two types available:
 - \$75 cleaning scholarships in exchange for four hours of cleaning per month. Available October 1st. No deadline to apply. Open until filled.
 - One Full Tuition "Superman" Scholarship. Apply with an essay stating your reason for need to soquelpens@gmail.com. Must be in good standing to apply. Will be re-evaluated by the Scholarship Committee per semester to maintain. **Deadline to apply is September 7th, 5pm.**
 - For details email our Board Membership Coordinator or talk to your teacher. soquelpensmembership@gmail.com
- Attend 41st Avenue's Pizza My Heart Fundraiser on Tuesday, October 3rd, 4-9pm.** Dine in, Take-Out and Delivery all count! Vegan & Gluten free options.
- Click on our link and sign up for AmazonSmile online to donate a percentage of your purchases on Amazon to our school.** <http://www.soquelpens.org/fundraising.html>
- Any questions?** Email soquelpens@gmail.com