

IMPORTANT! PLEASE READ ! When you register and leave the deposit with your application you will select your driving and lecture classes at that time. Make sure that you choose times that you can attend for *the whole semester*. Changes will be nearly impossible later and attendance is required at **ALL** classes.

You must return to Moore on the dates listed below to **pay the balance of your tuition**, confirm your selection of classes, and get your class admission form & information needed to begin the course. This process is done very quickly.

Parents do not have to accompany their children on this day.

- # 1 to # 50 - Thurs. February 2 at 3:30 PM in the Cafeteria
- # 51 to #100 - Thurs. February 2 at 4:00 PM in the Cafeteria
- # 101 to #150 - Fri. February 3 at 3:30 PM in the Cafeteria

CLASSES START: Tues. February 7, 2012

PARENT MEETINGS: Attendance is **mandatory** (Meetings last about 45 minutes)

<u>ORIENTATION</u>	<u>FOR COMPLETION CERTIFICATE</u>
Thursday, Feb.16 - 7:30 pm in the Cafeteria	Thursday June 14 - 7:30 pm
or	or
Saturday, Feb. 18 -10:00 am in the Cafeteria	Saturday June 16 - 10:00 am

YOUR REGISTRATION NO. IS _____

Spring 2012 Registration # _____ Sex: Male / Female (Circle one)

Name _____ Phone _____
(Legal name as it appears on birth certificate)

Address _____ Zip _____

High School _____ D/O/B _____
Month Day Year

I am the parent/guardian of the student named above and I give my permission for him/her to take the Driver Education Course at Moore Catholic High School. I agree to take part in the Parent Participation Program as a condition for my child taking this course. ONLY sign for this course if you read the entire application and enclosed absence policy.

Parent/Guardian Signature

Payment: Tuition 1st - \$ _____ 2nd - \$ _____ Other- _____

Preferred classes: (We cannot guarantee everyone will get the classes of his/her choice but we will try to accommodate you.)

Day _____ Time (see schedule pg. 2) _____
Driving: _____

Lecture: _____

Moore Catholic
Driver Education
100 Merrill Avenue
Staten Island, New York 10314
(718) 606-7150
Spring Term, 2012

Office Hours
Summer: Mon – Fri. 8am to 1 pm
School Year: Mon- Thurs 3 to 5 pm
and Saturdays 9:30 am to 12:30

Tues, February 7– Sat, June 16, 2012

PARENTS PLEASE CAREFULLY READ ALL INFORMATION AND SIGN YOUR PERMISSION ON THE APPLICATION. NO ADMITTANCE WITHOUT IT.

This Driver Education course includes 24 hours of classroom instruction, 6 hours of behind-the-wheel training and 18 hours of observation in the car. All course work is done by certified teachers and conforms to the requirements of the State of New York Dept. of Education and Dept. of Motor Vehicles. It is open to any high school student who is currently enrolled in a diploma or a certificate program or who has graduated from high school. An MV-285 (Trained Driver Certificate) is awarded upon successful completion of the course.

AGE REQUIREMENTS; PERMIT AND DRIVING REGULATIONS

Important Please Read!

The student must be 16 by the first day of the course but this is a minimum age. We recommend and prefer that a student be as close to the 17th birthday as possible when the course ends. NYS LICENSING LAW DOES NOT ALLOW THE SCHEDULING OF A ROAD TEST UNLESS THE STUDENT IS 17 OR 16, HAS ADDITIONAL HOURS OF INSTRUCTION, AND A LEARNERS PERMIT FOR 6 MONTHS. No permit is required for Driver Education in an approved high school. When Driver Ed. is finished, 17 and 16 year old permit holders may practice with a parent only if there is a dual brake in the car. After passing the road test, 17 year olds may drive but 16 year olds have no driving privileges in NYC and must wait until they turn 17.

PAYMENTS - TUITION; REFUNDS; TEXTBOOK

The entire tuition is \$ 450. An additional amount will be required for a textbook. A \$225 deposit is payable when the application is returned. Make checks payable to: MOORE DRIVER EDUCATION. The balance payment of \$225 is due on the day of class assignments. (See the last page for this date) NO REFUNDS AFTER THE DAY OF CLASS ASSIGNMENTS. Payment is by check, cash or money order. No credit cards. **NOTE: THERE WILL BE A \$25 CHARGE FOR ANY CHECK RETURNED BY THE BANK FOR ANY REASON AND PAYMENT OF ALL MONEY DUE MUST BE MADE IN CASH IMMEDIATELY.**

Textbooks are required for assignments and will be needed immediately. They will be the property of the student and will be on sale on the day of registration and during the first week of classes. Please pay for this text separately from the tuition. Our charge for this book is our cost from the company. (\$34 or the book and \$1 for the steno pad)

CONTACTING THE DRIVER ED PROGRAM

We have our own office in the small building on the far side of the parking lot. A separate phone number (718) 606-7150 should be used to call us. Our program is conducted as an after-school and summer program.

Office hours: School year: Mon - Thurs 3 - 5 PM Sat- 9:00 AM -1:00 PM
Summer: Mon - Fri 8 AM - 1 PM Sat - Closed

We open after Labor Day and it is easier for you if all business is done with our office and calls made there, rather than the main school office. Please return applications there also during our posted hours. If you call when the office is unattended, you will get a recording. Leave your name and phone number and we will return your call promptly.

REGISTRATION PROCEDURES

Those who pre-register and pay the deposit will have the first choice of classes. All applications must be submitted (INCLUDING THE ABSENCE POLICY), signed by a parent and returned with a \$225 deposit. (This deposit cannot be returned after October 6). As applications are returned, they are numbered as received and the student will select the time and day of driving and classroom instruction. If a student wants to drive with friends it is best if all those friends' applications are returned **together**.

Students who get their applications in early will have the first choice of classes and have a better chance of getting driving and lecture classes on the same day.

Make sure you choose classes, which you know you can attend on a regular weekly basis, for the entire Fall term. ***Sports team members should check their schedules with their coaches before signing up for classes. Schedules cannot be changed after the term starts for conflicts with after-school activities, jobs, vacations and personal business. Absences will cause failure and there is no refund for a dropped course.***

CLASSES

DRIVING:* Tues., Wed., and Thurs. - 7:00 AM, 3:30, 5:00 PM
Sat.* - 8:00, 9:30, & 11:00 AM

* Indicates weekday classes and some Sat. driving classes limited to 3 in a car

CLASSROOM: Tues. 3:30 Thurs. 3:30 Sat. 11:00 AM

(Bring this schedule with you when you register for class)

Please Note: Driving and lecture class times may be changed, added or deleted depending on the number of students registered. Students will be notified of schedule changes immediately before the course starts. The driving and lecture classes are on a first come, first serve basis.

PARENT INVOLVEMENT

At Moore, we have a program whereby the parent is fully involved in the learning process of his/her teen driver. Frankly, this is the most important part of our program and it is **MANDATORY**. We meet with the parents twice. The first meeting is at the very beginning of the course when we explain what Driver Ed is (and what it isn't), the law and your child's driving, Learners Permit and licensing procedures, requirements of our course, etc. The second meeting is at the end of the course, when Trained Driver Certificates (MV-285) are issued to **parents only**.

These meetings are held on a weeknight or a Saturday morning, to try to accommodate everyone's schedule. You must attend one of these at the beginning of the course and one at the end of the course. The schedule for this term is listed on the reverse side with the registration information. If a parent does not attend, the child will not receive his/her certificate at the end of the program.

NOTE: If you have had a child in our program within the past 36 months and you already attended one of these meetings you will not be required to attend the one at the beginning of the course. Please advise our office. You will be required to attend the meeting to get the certificate at the end of the course, even if you had done this before. Trained Driver Certificates (MV-285) are issued to **parents only**.

DEFENSIVE DRIVING COURSE

For those parents who are interested, we conduct a New York State Defensive Driving course here at the school. Completing this six hour course entitles you to a 10% insurance discount and 4 points off your license. This is like a mini Driver Ed course for experienced drivers and is especially helpful for a parent supervising a new teen driver. Contact the Driver Ed office for a schedule of classes.

SPECIAL HELP CLASSES

Often there are students who have learning or reading difficulties. At Moore HS we provide assistance for these students giving more individualized instruction. However, it would be in the student's best interests if the parent and the student contacted Mr. Lenti in advance for arrangements, advice or evaluation. This is especially NECESSARY if that student is receiving some kind of special education assistance in his/her regular classes. These situations MUST be discussed before final signing. Many students are reluctant to do this for obvious reasons but our experience has shown that without this help, the failure rate for these individuals is high in a rather intensive course.