

## Registration Procedures for 2016 - 2017

Please read all materials thoroughly before filling out the form. Indicate your class preference in numerical order, that is, your first and second choice. Number only those sessions that you would accept for your child. There will be no refund of the registration fee when the child is assigned any class session that is requested by the parent on the registration form.

Children assigned in any session that is not their first choice, will remain on the wait list for their first choice. These students will have priority to change if availability occurs before school begins.

Registration is open to children who are three years or older by December 31, 2016 and who are **potty trained** - **not wearing pull-ups**.

### PLEASE NOTE:

Remember that a limited number of spaces are available in the morning sessions. If an afternoon session will work with your schedule, please consider it as a second choice. We offer a tuition incentive for the afternoon classes.

If only one choice is indicated and that choice is not available, your child WILL NOT be placed in a class during the initial registration period, but on a wait list only. Please mark your choices carefully.

## Registration Policies

### IMPORTANT DATES:

- January 29, 2016 - Registration Packets available for pick-up
- March 1, 2016 - Early Registration forms due
- March 3, 2016 - Confirmation of class placement for returning families and church families
- March 4, 2016 - Placement of children from wait list

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**THE NON-REFUNDABLE REGISTRATION FEE (\$90) MUST BE INCLUDED TO VALIDATE THE REGISTRATION REQUEST.**

All children in attendance will retain the registration number that was assigned when the parent first contacted the Preschool and throughout their continuous attendance. Parents who drop their children from the program and wish to re-register at a later time will be assigned a new registration number. The new number will have a lower priority than the first number assigned.

Family members will assume their sibling's registration number. Parents may pick up registration packets in the office which **must be submitted by March 1, 2016**. Registration materials submitted past the deadline of March 1<sup>st</sup> will be considered late. *Late submissions will lose their place in the priority registration and will be placed on a wait list if necessary.*

Classroom assignments will be confirmed beginning Wednesday, March 3, 2016. After Thursday, March 4, 2016 any remaining classroom spaces will be available to new families from our community or those who missed prior deadlines. This will be on a first come, first serve basis.

Students may remain on the wait list until they have been offered their first class preference.