

New Family Registration Process for 2017 - 2018 School Year

The Registration Packet – please place in a manila envelope

Only fully completed application packages will be included in the lottery. A completed package includes:

- Class Preference Form with first, second, and third preferences indicated, if desired
- Enrollment Information Form
- Teacher Information Form
- Permission For Emergency Care
- Registration and Tuition Payment Contract
- Check payable to Wesley UMC Preschool for non-refundable registration fee (\$ 80/child or \$ 120/family)

All forms are available on our website, www.wesleypreschool.com.

The Process

After in-house registration is completed in January 2017, remaining spaces will be offered to new families by lottery.

Applications for admission will be accepted in person between 9am and noon on February 7 through February 10. The lottery will be conducted during the week of February 13. Families will be notified that week via email.

Family applications of more than one child will be processed together.

New registrations will be selected randomly and class placements will be assigned in the order drawn based on opening space availability. Classes will be filled based on maintaining desirable male/female ratios and the need to place siblings in school on the same days. Children will be placed in a class based on the first preference indicated on the registration form. If the class is over-subscribed, we will then look at the second preference indicated and place the child on the wait list for their first choice. We will then do the same if the parent has indicated a third choice.

Any applications submitted after the deadline will be processed at the end of the lottery, on a first come, first served basis.

Wait List

As explained above, should your first choice be over-subscribed your child will be placed on a wait list. The registration fee will only be returned if we are not able to offer placement for your child. We often have significant movement after registration and many families on our wait list are offered a space by the time school starts in the fall. We will continue to accept applications for new families throughout the spring and summer.

Financial Commitments

The registration fee is non-refundable if your child is offered a place in Wesley UMC Preschool. **If your child is offered placement at Wesley UMC Preschool, you must submit a check, payable to the preschool, for the activity fee (\$ 60) and first month's tuition (September 2017) no later than noon on February 28, 2017.**

On March 1, 2017, if we have not received your payment, we will retain your child on the wait list but consider the registration cancelled. There are no exceptions to this date.

Other Requirements

Parents of new students must present child's original birth certificate or passport to preschool office no later than May 26.

All students must submit a current health form by 8/1/2017. **The Commonwealth of Virginia School Entrance Health Form** is available on the Wesley Preschool website under the registration tab.