

## In-house Registration Process for 2019/2020

### Eligibility for "In-house" Registration

- Children of Wesley Preschool staff and church staff
- Currently enrolled children of Wesley Preschool and their siblings (one lottery number is assigned per family)
- Children of active members of Wesley Church, not currently enrolled
- Siblings or children of Wesley Preschool alumni

### The Registration Packet – please place in a manila envelope

All forms are available on our website, [www.wesleypreschool.com](http://www.wesleypreschool.com)

The 2019 - 2020 registration packet consists of the following documents:

- Class Preference Form with first, second, and third preferences indicated, if desired.
- Enrollment Information
- Teacher Information
- Permission for Emergency Care
- Registration and Tuition Payment Contract (based on first preference)
- Non-refundable Registration fee of \$90 for one child or \$150 for a family

***Please note:* Only complete packets will be included in the lottery. They should be submitted to the preschool office between 9 am and noon January 7-17, 2019. Any registrations received after noon on January 17 will be processed at the end of in-house registration.**

### The Process

Registrations will be selected for processing through a lottery system. Although we will do our best to accommodate parent preferences in class placement, we must consider the male/female ratio, ages of students and the need to place siblings in school on the same day. Teacher placement recommendations will also be considered. You will be notified of your child's placement in late January. **To secure the class assignment, you must submit the supply fee and first month's (September 2019) tuition no later than noon on February 1, 2019.**

### Financial Commitments

The registration fee is non-refundable if your child is offered a place in Wesley UMC Preschool. We anticipate that every child currently enrolled at Wesley with complete registration packets will receive placement in a class for the next year. This fee is refundable if your child is not offered placement at Wesley UMC Preschool.

If your child is offered placement at Wesley UMC Preschool, you must submit a check, payable to the preschool, for the supply fee and first month's tuition (September 2019) no later than noon on February 1, 2019.

**On February 2, 2019, 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 24. All students must submit a current health form by 8/1/2019. **The Commonwealth of Virginia School Entrance Health Form** is available on the Wesley Preschool website under the registration tab.