

New Family Registration Process for 2020-2021 School Year

The Process

Applications for admission for remaining spaces after in-house registration will be accepted in person Monday, February 3, 2020 through Thursday, February 6, 2020 between 9:00am-12:00pm. The lottery will be conducted during the week of February 10, 2020. Families should be notified the week of February 10th 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 with attention to 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 in accordance with the first preference indicated on the registration form. If the class is over-subscribed, we will then review the second preference indicated and place the child on the wait list for the first choice. We will do the same if the parent has indicated a third choice.

Any registrations submitted after noon on February 6, 2020 will be processed at the end of the lottery, on a first come, first served basis.

The Registration Packet – please place in a manila envelope

Only fully completed application packets will be included in the lottery. A completed packet 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
	Cash or check payable to Wesley UMC Preschool for non-refundable* registration fee (\$90/child or \$150/family) *will be refunded only if space is unavailable

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

Financial Commitments

If your child is offered placement at Wesley UMC Preschool, you must submit payment by noon on February 19, 2020:

- ✓ Supply fee
- ✓ September 2020 Tuition

If paying by check, please make payable to Wesley UMC Preschool

If payment is not received on or before February 19, 2020, we will return your application and consider the registration cancelled. There are no exceptions to this date.

Other Requirements

On or before August 3, 2020: All students, new and returning, must submit a Virginia School Entrance Health Form. The Commonwealth of Virginia School Entrance Health Form is available on our website under the registration tab.

On or before August 17, 2020: Parents of new students must present child's original birth certificate or passport to the preschool office.

Wait List

As explained above, your child may be placed on a wait list. 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.