

IMPORTANT ENROLLMENT INFORMATION!!!

It is time to begin the enrollment process for the **2010-2011** school year. We are sending this to every child (even those who will be going to Kindergarten in case you have a sibling you will be enrolling.) Please read the information below carefully. Feel free to contact us at 764-2407, or email me at cmawhiney@aldersgateumc-ks.org if you have any questions or need clarification.

Thanks, *Cyndi Mawhiney & AUMC Preschool Plus Staff*

Changes for next year:

We have adjusted the Blue/Red class birthdates. Children turning 5 before FEBRUARY 28, 2011 or are choosing a growth year will enroll in the Red classes. Those with March through August birthdays will enroll in the Blue classes. Look for the specific class options in the program brochure.

The 3 year old classes no longer have an age division. (You will notice we changed the names – just to help us designate the different classes.) You will just sign up for which days work best for you. We have two classes meeting on Wednesday/Friday. The staff and I will make a final determination as to which class groupings will work best for those children enrolled on these days. All 3 year old classes work from the same learning objectives.

All Discovery Days 2 classes will be in the larger room with no Discovery Days 3 option. We will allow some families to enroll for multiple days – dependent on interest we hope to accommodate as many of these requests as possible.

Discovery Days 1 classes are listed. We do not currently offer one on Fridays but will do so once we have enough people on the waiting list to deem it necessary.

As for Lunch Bunch, we will give everyone who requests lunch bunch one day first. We will then accommodate as many of the second day requests as possible.

Enrollment for our current and/or church families begins on Tuesday, January 19th at 5:30pm.

We will have numbers available at 2:30pm. PLEASE do not come any earlier than that. There is no need to. We have enough spaces for everyone to move up to the next level. Unless your schedule is not flexible at all you should most likely get a class that works fine for you. Below are some items for your consideration:

- If you are flexible in your schedule you can turn in your enrollment form and payment early (even days or weeks ahead) and we will process your form after the ones we collect on enrollment night.
- Our AM classes for the Red and Blue classes seem (understandably for families schedules) to be the most popular. However; we would encourage you to consider the PM classes – especially if your child is a little more reserved, etc. They are set up as smaller classes (16 children with 2 teachers) and generally this is a good option for those who would benefit from a quieter environment. Also, children generally seem a little more “ready” to participate in teacher led activities in the afternoon
- Understandably, those with siblings require schedules that coordinate. I request you to be considerate of those that have specific needs for classes and wait to arrive at enrollment time (5:30pm) if you could consider multiple schedule options.

Procedures and guidelines are as follows:

- Hold onto your enrollment form until the **January 19th** enrollment time unless you are flexible with your schedule and choose to turn in your form early.
- **Each person may enroll one family only.**
- If you are unable to be there on the date of your enrollment, you may send a friend or relative to handle the enrollment process (again only one family per person) or you may turn in your enrollment form and check in advance. Any forms received **PRIOR** to the date of eligible enrollment will be held and then processed after those waiting in line on the **19th**.
- A non-refundable enrollment fee of \$55 a child or \$100 a family is due at the time of enrollment.
- Forms will be reviewed and numbered as they are turned in.
- In order to provide the most people with an opportunity to participate in all aspects of our ministry, programs set up as a one-day a week offering (**Discovery Days & Lunch Bunch**) will be filled **granting each family the most preferred day that is available first**. Those families requesting more than one day for the program will then be enrolled in an additional day (in the order we received the enrollment forms) as space is available. We do leave a small percentage available for community enrollment.
- You will receive a confirmation of your enrollment within one week of our receipt of your registration form and enrollment fee. If you do not get your first choice requested class, you will have a week to let us know if you prefer not to enroll and your check will be returned to you.
- **We will hand out numbers prior to our 5:30pm enrollment time on **January 19th****. We will only hand out numbers after 2:30pm. To be fair to everyone, please do not enter the building prior to 2:30pm. (*Please note you must remain in the building once you have taken a number.*)

Please give me a call at 764-2407 or email me at cmawhiney@aldersgateumc-ks.org if you have any unusual circumstances you would like to discuss regarding enrollment for the **2010-2011** school year.

Please share these dates with friends and family.

Additional enrollment dates are:

Thursday, January 21 @ 9:30am or 7:00pm – Information meeting and tour about Aldersgate Preschool

Tuesday, January 26 @ 9:30am – Previously enrolled families

Thursday, January 28th @ 5:30pm – Community enrollment (no one will be permitted in the building and numbers will not be available until after 3:00pm)

Also, if someone you know is interested in getting information about our program you could encourage them to look at our website, www.aldersgatepreschool.com.

Hopefully we have covered most of your questions. As always, though, please give us a call at 764-2407 if you have additional questions or concerns. It is our hope to make this process as smooth and painless as possible.

Cyndi Mawhiney

Aldersgate Preschool Director