

Aldersgate Preschool Plus: New Family Enrollment Procedures for 2010-2011

We appreciate your interest in our preschool program. In order to maintain consistency for our children currently attending, we have scheduled two optional times for parents to **hear information about the program and to take a tour of the facility**. We invite you to attend one of the planned sessions:

- **January 21st /9:30am OR 7:00pm** (Child care will not be provided, however, children may attend with you)

Following enrollment for our current & church families on January 19th we will open enrollment on the dates noted below:

- **January 26th /9:30am:** Enrollment opens for previously enrolled families
- **January 28th /5:30pm:** Enrollment opens to the community (Please pick up a number as you arrive. Numbers will be available prior to 5:30pm but not earlier than 3:00pm –after our 2:45pm dismissal. **Once you pick up a number you must then remain in the building to maintain your enrollment position.**)
- 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 (please only one family's enrollment per person). Any forms received PRIOR to the date of eligible enrollment will be held and then processed after those waiting in line at the enrollment time.
- A non-refundable enrollment fee of \$55/\$100 for current and previously enrolled child/family or \$100 per new child or family will be collected when your enrollment form is turned in.
- Programs which are set up as a one-day a week offering (Discovery Days & lunch bunch) will be filled granting each family the most preferred class (i.e. day of the week) that is available. 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) if space is available after one week of open enrollment.
- We should be able to confirm your enrollment the night of community enrollment with the exception of adding any additional days. We will notify you of the availability of additional days within 2 weeks.