

Epworth Preschool

Enrollment Procedures

2024-2025 School Year

HOW TO APPLY

- Parents of **current students and their siblings** should complete a Registration Form for each child they wish to enroll for the 2024-2025 school year. Families should rank their class preferences in order 1-3. (*Note: Those applying to Transitional Pre-K must also ask the current year teacher to complete the TPK Recommendation Form and submit it to the preschool office*). Registration Forms only (no fees) must be submitted to the Preschool Office no later than **February 2nd**. No fees are due from current families until class placement is confirmed.
- Parents of students who are **new to Epworth Preschool** should submit an Application Form along with a **non-refundable \$20 application fee** by **February 2nd**.
- Applications for Enrollment will be considered in the following order: 1) *Children of Epworth United Methodist Church members*, 2) *Currently enrolled Epworth Preschool children and their siblings*, 3) *Previously enrolled Epworth Preschool children's siblings or their own children*, 4) *New applicants*.
- Currently enrolled children and siblings, EUMC members and returning families will be grouped into classes by first choice to fill spots in each class. In the event that there are more first choices for a class than spots available, the names will be chosen randomly to assign spots and form a waitlist. Any children not assigned a spot in their first choice class will be placed on the waitlist for that class and assigned a spot in their second choice class.
- Once the above groups have been assigned to classes, new applications will be randomly selected to fill any remaining openings.
- Notices of enrolled spots for 2024-2025 (or waitlist status) along with the amount of fees due will be sent to families by **February 9th**.
- Epworth Preschool does not discriminate based on race, color, national origin or religion (with the exception that Epworth Church members' children are given priority for registration).

REGISTRATION POLICIES

- Once notified of a received spot, parents must submit the **non-refundable** supply fee by **February 16th**. Payment can be made online or with a check (made payable to Epworth Preschool) or cash submitted to the Preschool Office. This fee must be submitted for all children at the time of registration.
- A child is considered registered at Epworth Preschool once a completed application or registration form and all accompanying fees have been submitted.
- One month's tuition – applied to May 2025 – is due by **May 13th** for all students in order to remain registered. This payment is **non-refundable** and must be submitted to hold your spot for the coming school year.

- A Confidential Enrollment form for each child must be submitted by **August 9th**. The Children's Medical Form is due prior to the first day of school and must be signed by your child's physician and include immunization records. These forms will be distributed to all families in April and also can be found on our website.
- Epworth Preschool does have scholarship funds available, and all registered students are eligible to apply for financial assistance. Completed scholarship application forms and supporting information should be turned in to the preschool office no later than **March 1st** to be considered for scholarship for the 2024-2025 school year. All scholarship information is confidential.
- Epworth Preschool reserves the right to change classroom placement of children, but only after notifying their parents. Parents may list special requests in writing on the registration form, but no guarantees are made and should not be assumed or counted on.
- School begins on the **Tuesday after Labor Day** in September. During the latter part of August, each family will be contacted by their child's teacher and provided with pertinent information about the school year. In the event no one will be available for a phone call or email exchange during the last several weeks of August, we ask that parents send an email to director@epworth-preschool.org or leave a message on the preschool voicemail (919) 489-6098. Epworth Preschool reserves the right to fill spaces if we have been unable to contact an incoming student's family (and no information has been received regarding plans for attendance) by Monday, August 19th.