

# Epworth Preschool Enrollment Procedures 2023-2024 School Year

## HOW TO APPLY

- All **current and returning families and EUMC members** should complete an Application Form for each child they wish to enroll for the 2023-2024 school year. Parents 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*). Application Forms only (no fees) must be submitted to the Preschool Office no later than **February 6<sup>th</sup>**. No fees are due from current, returning and EUMC families until class placement is confirmed.
- 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.
- Families who are **new to Epworth Preschool** should submit an Application Form along with a **non-refundable \$30 application fee** (one application fee per family) by **February 6<sup>th</sup>**. Those applications will be randomly selected to fill the preschool openings that remain after returning family registration.
- Notices of enrolled spots for 2023-2024 (or waitlist status) along with the amount of registration fees due will be sent to families by **February 13<sup>th</sup>**.
- Once notified of a received spot, parents must submit the **non-refundable** registration fee **by February 17<sup>th</sup>**. The registration fee, which covers administration costs, insurance and supplies, must be submitted for all children at the time of registration. Payment can be made online or with a check (made payable to Epworth Preschool) or cash submitted to the Preschool Office.
- A child is considered registered at Epworth Preschool once a completed and signed application and all accompanying application and registration fees have been submitted.

## GENERAL ENROLLMENT PROCEDURES

- Applications for Enrollment will be accepted 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*.
- 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).
- Epworth Preschool does have scholarship funds available. 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 1<sup>st</sup>** to be considered for scholarship for the 2023-2024 school year. All scholarship information is confidential.

- One month's tuition - for May 2024 - is due on or before **May 12<sup>th</sup>** 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 7<sup>th</sup>**. 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 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](mailto: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 21<sup>st</sup>.