

2018-2019 SCHOOL YEAR REGISTRATION INFORMATION FOR SCHOOL FOR LITTLE CHILDREN PRESCHOOL AND MOTHER'S DAY OUT

Children must be re-registered for each new school year. Waiting lists from the previous school year are **NOT** carried over for the new year. Separate application forms must be filled out for each child. Application forms can be found on the church website – www.bellaireumc.org.

Applications may be submitted to the School for Little Children office, either in person or by mail, any time BEFORE 12:30 pm on Wednesday, February 28th. Applications for two or more children in the same family will be given the same drawing number. Places will be assigned based on your drawing order. **ALL REGISTRATIONS (PRIORITY AND NON-PRIORITY)** will be processed by drawing on March 1. Currently enrolled children and church members will have first priority.

THE REGISTRATION FEE OF \$200.00 (\$50.00 FOR EACH ADDITIONAL CHILD) MUST BE INCLUDED WITH THE APPLICATION. This fee **will not be refunded** if we can accommodate your first choice. (For bookkeeping purposes, please **do not** include tuition with your registration). If we cannot accommodate your first choice, you will be offered your second choice and/or placed on our Waiting List. If you are put on a Waiting List, the registration fee will be returned. Registration confirmations will go out no later than March 9.

FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

WILL I BE ABLE TO RE-ENROLL MY CHILD WHO IS CURRENTLY IN THE PROGRAM?

Currently enrolled children will have first priority. There are enough spaces in our program that we can re-enroll all currently enrolled children. Sometimes, due to demand for a particular option, parents must take their second choice until we can work them into their first choice.

IS IT DIFFICULT TO GET INTO THE PROGRAM IF YOU DO NOT HAVE PRIORITY?

We generally have spaces available in most classes after priority children are placed.

WHEN WILL I KNOW IF MY CHILD IS ENROLLED?

All registrations will be processed as quickly as possible and no later than March 9. All families will receive written confirmation of their registration.

WHICH CLASS WILL MY CHILD BE IN?

Placement for Mother's Day Out classes is determined by age. Decisions regarding specific class placement for School for Little Children are not made until August. Class lists will be posted on the glass doors at the rear of the building during the second week in August.

WILL I BE ABLE TO GET MY REGISTRATION FEE BACK?

Registration fees are **NON-REFUNDABLE** if we can accommodate your first choice. If you do not accept your second choice and choose to be on a Waiting List, we will refund the fee.

ONCE ENROLLED, WHEN IS TUITION DUE?

In order to retain your child's place in the program, tuition for the month of May 2019 is due in the School for Little Children office **no later than Friday, March 29, 2018. May tuition will not be refundable.** For our bookkeeping purposes please **do not** include this fee with the registration fee.

WHEN IS SEPTEMBER TUITION DUE?

September tuition is due the first day your child is in school in September. A check can be placed in the tuition box each month. **Tuition paid after the 15th of each month will incur a late fee of \$50.**

DOES MY CHILD NEED TO BE IMMUNIZED?

All incoming students **MUST** be up to date on their immunizations, as defined by the Texas Health Department and Child Care Licensing. School for Little Children does not accept affidavits or exemptions.