

ASBURY PRESCHOOL
Registration Procedures
2012-2013 School Year



The enrollment procedures for the 2012-2013 school year will be as follows:

All currently enrolled children and unenrolled siblings will register between January 24 through noon on January 27. The number of family points, which are based on total years that a FAMILY has attended Asbury Preschool, will prioritize all registration forms received during the registration period. Unenrolled sibling registrations will be processed after currently enrolled children are placed in classes. **No family may register if they have outstanding balances or late fees.** Application forms must be brought in **completed** and **notarized** along with the registration fee for your first choice of class pattern. It is important to also list your second pattern choice, as not everyone will be able to receive his or her first choice. **The Preschool will only contact families who do not receive their first choice.** All completed returning and sibling registration forms received by the January 27 deadline, will be dated January 27. All currently enrolled children will have a space in the Preschool if they register between January 24 and January 27. Any late registrations will be processed on a space available basis. In the case of a family point tie, weight will be given to the amount of days per week attended, followed by FAMILY membership in Asbury United Methodist Church.

- a. From January 24 through January 27, families may register currently enrolled children and their unenrolled siblings.
- b. On January 31, **active members** of Asbury United Methodist Church who have never enrolled in the program may register.
- c. On February 1, families who have had children in the program previously, but have no children enrolled currently may register on a first-come, first-served basis.
- d. Starting on February 2, Waiting List children from the previous year will be called.
- e. On February 3, the general public may register on a first-come, first-served basis.

Please note: Registration fees are due with completed registration forms. Registration fees are non-refundable unless a family moves from the triangle area prior to the start of preschool. A 30-day written notification is required prior to a child's withdrawal from the preschool.