

Epworth Preschool

Enrollment Procedures

2020-2021 School Year

NEW FAMILIES

- Families who are new to Epworth Preschool must submit a **New Student Application** form along with a **non-refundable \$25 application fee** (one application fee per family) to the preschool office by **Tuesday, February 4th**. Those applications will be randomly selected to fill the preschool openings that remain after returning family registration.
- All new applicants will be notified of the spot they received or their place on the waitlist by **February 12th**.
- Once notified of a received spot, parents must submit the **non-refundable** registration fee **by February 17th**. The registration fee, which covers supplies and insurance, must be submitted for all children at the time of registration. Checks should be made payable to Epworth Preschool. Please see Tuition & Fees sheet for more information.
- A child is considered registered at Epworth Preschool once a completed and signed application and all accompanying application and registration fees have been submitted.

CURRENTLY ENROLLED FAMILIES

- All current families should complete a **Registration Form** for each child they wish to enroll for the 2020-2021 school year. Parents should rank their class preferences using numbers 1-3.
- Registration Forms can be turned into the preschool office beginning **January 30th**. *(Note: Those applying to Transitional Pre-K for must also ask the current year teacher to complete and submit the purple TPK Recommendation form to the preschool office).*
- Registration Forms only (no fees) must be submitted to the Preschool Office no later than **1 PM on Tuesday, February 4th**. No payments are due until class placement is confirmed.
- Currently enrolled children and siblings 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. Please note that for the Multi-age class, any three currently enrolled will be granted first priority to remain in that class for another year.
- 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.
- Notices of enrolled spots for 2020-2021 along with the amount of registration fees due will be sent to families by **Wednesday, February 12th**.

GENERAL ENROLLMENT PROCEDURES

- Applications for Enrollment will be accepted in the following order: *1) Children of Epworth 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 (except that Epworth Church members' children are given priority for registration).
- Epworth Preschool does have scholarship funds available. Applications for financial aid are available with every registration. Completed forms and supporting information should be turned in to the preschool office no later than **February 28th, 2020** to be considered for scholarship for the 2020-2021 school year. All scholarship information is confidential.
- One month's tuition - for May 2021 - is due on or before **May 12th, 2020** 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. Medical forms (including immunization records) and Confidential Enrollment forms must be turned in by **August 1st, 2020**. 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**. Please note that for the Multi-age class, any threes currently enrolled will be granted first priority to remain in that class for another year.
- 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 24th.