

# PRESCHOOL

## STEPS FOR REGISTRATION 2024-2025

### GRACE FELLOWSHIP CHURCH AND GENERAL PUBLIC

Registration will be held for Grace Fellowship Church members, regular attenders, and general public on January 29, 30 & 31. Registration forms are available online at [whatisgrace.org/preschool](https://whatisgrace.org/preschool) and in the Preschool Office. You must turn in the registration forms to the Preschool Office on January 29, 30 & 31 from 9:30am-1:30pm. For your convenience, there is a drop box outside the preschool front door, located directly across from the apartment complex entrance. If you have questions, you may ring the doorbell to speak with someone from the Preschool Office.

1. Fill out the [Grace Fellowship Preschool Registration 2024-2025 Form](#) completely considering the following guidelines:
  - Calculate the age that your child will be on September 1, 2024.
  - Mark your class choices by using a “1” for your first choice, “2” for your second choice. *If you do not make a second choice, and you are unable to get your first choice, your child will be put on the wait list of your first choice. See more details regarding the wait list below.*
2. Fill out the [Grace Preschool Enrollment Admission Information 2024-2025](#). This form is required by state licensing. Do not leave any lines blank. If it does not apply put N/A.
3. Initial each line of the [Financial Agreement](#) and sign the bottom.
4. Complete the [Tuition Express Automated Payment Processing Form](#). This will be used to pay the registration fee and all 2024-2025 tuition payments. The registration fee will not be charged until you receive confirmation from Grace Preschool that your child has received a spot in a class. The registration fee is NON-REFUNDABLE.
5. Place the following completed forms in the preschool drop box or hand it directly to a staff member in the Preschool Office.
  - a) [Grace Preschool Registration 2024-2025 Form](#)
  - b) [Grace Preschool Enrollment Admission Information Form](#)
  - c) [Financial Agreement Form](#)
  - d) [Tuition Express Automated Payment Processing Form](#)
6. Registration paperwork must be turned in to the Preschool Office by 1:30pm on Wednesday, January 31.
7. For further details regarding the registration process please reference the Registration Timeline on the back.

## IMPORTANT!

- *Packets with incomplete/missing forms or payments will be processed last, regardless of when they were received.*
- *Teaching assignments will not be finalized until summer.*
- *Enrollment packets containing additional required documents will be mailed out in the summer.*

# Public Registration Timeline

**January 25 at 3:00pm** – Number of class openings available for public registration will be posted on the front door.

**January 29, 30 & 31** – Siblings of legacy (former) students may register. They will go directly to the Preschool Office to get placement in a class before the draw on February 5.

**January 29, 30 & 31** – Registration paperwork will be available online at [whatisgrace.org/preschool](https://whatisgrace.org/preschool) or in the Preschool Office. Paperwork can be dropped off at Grace Preschool from 9:30am-1:30pm. For your convenience, there is a drop box outside the preschool front door, located directly across from the apartment complex entrance. If you have questions, you may ring the doorbell to speak with someone.

**February 5** – All registration forms from the church and public will be randomly drawn by the Preschool Director and a Preschool Board Member in the order below:

- 1) Grace Fellowship Church members and regular attenders
- 2) Public community families

**February 5-6** – Preschool Directors will notify those selected in the random draw. When the classes are full, those remaining will be placed on the wait list.

**February 8 at noon** – Registration fees for those selected in the draw will be paid using the form of payment designated on the Tuition Express Automated Payment Processing Form. The fee will be charged on February 8, 2024. If the registration fee is not paid by noon on February 8, the child will be withdrawn from the class and the spot will be filled from the wait list.

**February 8 after 3:00pm** – The wait list will be open for those who did not participate in the registration process.

## Wait List

A wait list is maintained for those who do not receive their first choice and for those interested in enrollment when space becomes available. No fee is charged to put your child's name on a wait list. Each wait list is maintained for one school year only, ending in May. Our wait lists are usually quite active. Once a student is placed on the wait list, we will notify a parent as soon as a space becomes available. An immediate decision will be required. Parents will have these options:

1. Take the space that is offered and be removed from the wait list.
2. Take the space that is offered but choose to remain on the wait list for other options.
3. Decline the offer but remain on the wait list for other options.
4. Ask to be removed from our wait list completely.

If we are unable to reach you within 24 hours, we will leave your child's name on the wait list and move on to the next child.