

## GRACE FELLOWSHIP AND PUBLIC COMMUNITY REGISTRATION PROCEDURE 2021-2022

1. Fill out the Registration form completely considering the following guidelines:
  - Mark the appropriate box at the top of the registration form.
  - Calculate the age that your child will be on September 1, 2021.
  - Mark your class choices by using a “1” for your first choice, “2” for your second choice, etc. If you do not make a second choice, and you are unable to get your first choice, your child will be put on the waiting list of your first choice. See more details regarding the Waiting List below.
  - **IF you are registering siblings, please write SIBLING on the top of the form.**
2. Initial each line of the Financial Agreement and sign the bottom.
3. Registration paperwork must be turned in to the Preschool Office no later than 1:45 p.m. on Wednesday, February 3.
4. All registration forms will be divided into two categories:
  - Grace Fellowship Members and Regular Attenders.
  - Public community families.Students will be randomly drawn under the above categories by the Preschool Directors and a Preschool Board Member on Monday, February 8.
5. You will be notified if you receive class placement in the random draw registration by 3:00 p.m. on Tuesday, February 9. When the classes are full those remaining will be placed on the waiting lists. Registration fees for those selected in the draw must be paid to the preschool office no later than noon on Thursday, February 11. If the registration fee is not paid by noon on February 11, the child will be withdrawn from the class and the place will be filled from the waiting list.

*Teaching assignments and specific classroom locations  
will not be final until the summer months.*

*Detailed packets with more information and additional forms  
to be completed will be mailed to you over the summer.  
If you do not receive this information by mid-June,  
please phone the Preschool office at (281) 398-3412.*

### Waiting List

A waiting 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 waiting list. Each wait list is for one school year only, ending in May. Our waiting lists are usually quite active. Once a student is placed on the waiting 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 waiting list.
2. Take the space that is offered but choose to remain on the waiting list for other options.
3. Decline the offer but remain on the waiting list for other options.
4. Ask to be removed from our waiting list completely.

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