

GRACE FELLOWSHIP AND PUBLIC COMMUNITY
REGISTRATION PROCEDURE 2022-2023

1. Fill out the Registration form completely considering the following guidelines:
 - Calculate the age that your child will be on September 1, 2022.
 - 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 wait list of your first choice. See more details regarding the wait list below.
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 1:30pm Wednesday, February 2.
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 7.
5. You will be notified if you receive class placement in the random draw registration by 3:00pm on Tuesday, February 8. When the classes are full those remaining will be placed on the wait list. Registration fees for those selected in the draw must be paid to the Preschool Office no later than noon on Thursday, February 10. If the registration fee is not paid by noon on February 10, the child will be withdrawn from the class and the place will be filled from the wait list.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.*

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.