



Grace Fellowship Preschool Registration 2026-2027 online forms will be available at [whatisgrace.org/preschool](http://whatisgrace.org/preschool) and must be completed and submitted according to the below timeline to qualify for entrance to Grace Preschool. Call 281-398-3412 or email [ibynum@whatisgrace.org](mailto:ibynum@whatisgrace.org) if you have any questions.

## Currently Enrolled Student & Sibling Registration Timeline

**January 21** – Registration for currently enrolled students and siblings will be held online at <https://grace-fellowship-church-70807.churchcenter.com/people/forms/1057479>. You MUST submit a separate online registration form for each child you would like to enroll. This is considered “Round One.” **To be included in “Round One” your forms must be submitted online by Wednesday, January 21.** All forms submitted in “Round One” will be given equal treatment and will be processed before forms submitted in “Round Two.”

**January 22** – All currently enrolled student/sibling registration forms submitted on January 22 will be processed after the online registration forms submitted January 21. This is considered “Round Two”. To be included in “Round Two” you must submit your online registration forms by January 22. Forms submitted after January 22 will be processed in the order they are received.

**January 23** – Class lists will be emailed to currently enrolled students. Teacher assignments will not be made until late summer.

**January 23** – The registration fee will be paid using your existing Tuition Express account. If you have changes to your payment account, you must complete the Tuition Express portion of the online registration forms.

**Summer** – Additional required documents will be emailed. Teaching assignments will not be finalized until mid-August. Requests are not guaranteed.

**\*Potential Conflicts:** If in a “Round” more currently enrolled students/siblings want a particular class than spots available, there will be a random drawing of names for the class.

## Grace Fellowship Church and General Public Registration Timeline

**January 26, 27 & 28** – Siblings of legacy (former) students may register online at [whatisgrace.org/preschool](http://whatisgrace.org/preschool). You MUST submit a separate online registration form for each child you would like to enroll.

**January 26, 27 & 28** – Grace Fellowship Church members and regular attenders may register online at [whatisgrace.org/preschool](http://whatisgrace.org/preschool). You MUST submit a separate online registration form for each child you would like to enroll.

**January 26, 27 & 28** – The general public may register online at [whatisgrace.org/preschool](http://whatisgrace.org/preschool). You MUST submit a separate online registration form for each child you would like to enroll.

**January 28** – **Online registration must be completed and submitted by 3pm to be included in the draw on 1/29/26.**

**January 29** – All online registration forms from the church and public will be randomly drawn by the Preschool Director and a Preschool Board Member in this order: 1. Grace Fellowship Church members 2. Public community families

**January 29 and 30** – Preschool Directors will notify those selected in the random draw by phone. When the classes are full, those remaining will be placed on the wait list.

**February 2** – Registration fees for those selected in the draw will be paid using the payment account designated on the Tuition Express Auto Payment portion of your online registration. If the registration fee is not paid on February 2, the child will be withdrawn from the class, and the spot will be filled from the wait list. **The registration fee will not be charged until you receive confirmation from Grace Preschool that your child has received a spot in a class, and you have accepted the spot.**

**February 2 after 3:00pm** – The wait list will be open for those who did not participate in the registration process.

**Summer** – Additional required documents will be emailed. Teaching assignments will not be finalized until mid-August.

**\*A free wait list for those who did not receive their first choice and those seeking enrollment will be maintained for one year, ending in May 2027.** If a space becomes available and you receive a call, an immediate decision will be required. If we do not receive a response within 24 hours, your child will be left on the wait list, and we will move on to the next child.

# Child Placement Process

packets will be processed in “Rounds” determined by the day (not time) your completed packet is returned to the Preschool. All packets received in “Round 1” will be processed first and will all be considered equally.

## Detailed Explanation of “Rounds”

**Round 1** To qualify for “Round 1”, packets must submit by Wednesday, January 21. All forms in “Round 1” will be given equal treatment.

**Round 2** Forms turned in on Thursday, January 22 will be processed in “Round 2”.

**All other packets will be processed in the order they are received.**

## Potential Conflicts

If in a “Round” more students want a particular class than spots available, the following steps will be taken:

1. The student who has been attending Grace Preschool the longest will be given priority.
2. If there is still a conflict, there will be a random draw of names.

If a child is absent during the week of January 20, please notify the Preschool office ASAP. All paperwork will be processed when it is actually received unless alternative arrangements have been made PRIOR to January 20.

## Wait List

A free wait list is maintained for those who do not receive their first choice and for those interested in enrollment when space becomes available. Each wait list is for one school year only, ending in May. 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.

## Frequently Asked Questions

### **1. Can SIBLINGS of students enroll at this Pre-registration?**

Yes!! We want to keep your family together. Please ENROLL THEM NOW to ensure a spot. We will do our best to give you your first choice; however, we will place returning students before siblings.

### **2. I am registering 2 or more children; do I have to complete a registration form for each child?**

Each child must have his/her own registration form.

### **3. Should I fill out a new Tuition Express form?**

You do NOT need to fill out the Tuition Express portion of the form unless you are changing your payment method.

## **IMPORTANT!**

- *Per the Financial Agreement, you will not be allowed to register your child for the upcoming school year unless your current tuition is paid in full at the time of registration.*
- *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. Requests are not guaranteed.*
- *Enrollment packets containing additional required documents will be sent home in May.*