

# Day School Registration Policies and Procedures

Each year we offer one 2-day (for Twos only), one 3-day, and one 5-day class per age group. The additional classes are determined by registration demands. Parents will receive class placement notification on Thursday, March 11, 2010. Currently, we have: One T/Th Twos, One 3-Day Twos, One 5-Day Twos; Two 3-Day Threes, One 5-Day Threes; One 3-Day Fours, and Two 5-Day Fours. PLEASE NOTE: Indicate all classes which you would like. We will make every effort to accommodate as many 1<sup>st</sup> choices as possible, given our finite classroom space.

A complete list of classes that will be offered for the 2010-2011 school year will be available Thursday, March 11, 2010. (Class registration selections by parents and availability of classrooms will be the main factors in determining classes offered for next year.) We will make every effort to accommodate your first choice; however, certain classes fill up very quickly.

## In-House Registration

All current students and church members are offered spaces before the public. Current enrollment does not guarantee a space in a class for next year. ONLY COMPLETED REGISTRATION FORMS ACCOMPANIED WITH THE REGISTRATION FEE WILL BE CONSIDERED.

### **In-House Registration Procedures:**

All completed registration forms will be dated when received, beginning February 16, 2010.

First Day of In-House Registration - All registration forms with the required Registration Fee that are submitted on February 16, 2010, will be separated into the desired classes based on first choice selections. If there are more students applying for a certain class than spaces available, then a lottery will be held for all first choice selections. (If for any reason your first choice class will not be offered due to lack of demand, your second choice will become your first choice and will be treated as a first choice on the date it was received.) The class list and waiting list, if necessary, will be determined on this first day. Please note: Parents will receive class placement notification on Thursday, March 11, 2010.

Second Day of In-House Registration until Public Registration - **All registration forms with the required Registration Fee that are submitted will be accepted on a First Come First Served basis.**

## Public (Open) Registration

Any spaces remaining after In-House Registration will be offered to the community. ONLY COMPLETED REGISTRATION FORMS ACCOMPANIED WITH THE REGISTRATION FEE WILL BE CONSIDERED.

### **Public (Open) Registration Procedures:**

First Day of Open Registration - All registration forms with the required Registration Fee that are submitted on February 22, 2010 will be separated into the desired classes based on first choice selections. If there are more students applying than spaces available in a certain class, then a lottery will be held at the end of that business day for the remaining spaces and for status on the waiting list, if necessary.

Second Day of Public Registration until classes filled - All registration forms with the required Registration Fee that are submitted will be accepted on a First Come First Served basis.