



## **PRESCHOOL REGISTRATION PROCEDURES**

1. To register early and be included in the lottery all families must turn in the following no later than **Friday, February 8, 2019**:
  - Application
  - Tuition Policy Signed (Please read as details have changed)
  - Withdraw Policy Signed
  - Registration Fee: Cash or check for **\$185.00** for first student. Siblings pay an additional \$50. (checks can be made payable to Word of Life Preschool)
    - Tuition fee is non-refundable unless your child does not get a spot. \$100 dollars of the registration fee will be credited towards September's tuition.
2. Applications will be randomly selected in a lottery format in the following order the week of February 11, 2019...
  - Staff and church members
  - Current families
  - Alumni
  - Community members
3. Each application should have the 1<sup>st</sup> and 2<sup>nd</sup> choice marked OR 1<sup>st</sup> choice and waitlist only preference marked. There is a \$10 waitlist fee that will be deducted from the registration fee.
4. If the 1<sup>st</sup> choice class is closed the child will be placed on the waitlist for that class. If there is availability in the 2<sup>nd</sup> choice class the child will be put on that class list while remaining on the 1<sup>st</sup> choice waitlist.
5. Families will receive a confirmation letter by the end of registration week to inform them of their application status. They will also receive any additional forms needed to complete their child's registration.
6. New students will need an IL state physical before school starts dated after **March 1, 2019**. Parents must fill out the health history section of the physical and **sign** the health history section.
7. New student files require a birth certificate. The Director must see the original birth certificate and make the copy in the preschool office.

**THANK YOU FOR CHOOSING WORD OF LIFE PRESCHOOL**