

**FIRST UNITED METHODIST PRESCHOOL/CDO
ADMISSIONS PROCEDURE
2019-2020**

1. Submit a completed application form with the non-refundable registration fee of \$60/child or \$100/family.
2. After a priority enrollment period for returning families and church members, new family applications will be accepted as of March 1 for the upcoming school year. All enrollment applications will be processed on a first come, first served basis.
3. New families will participate in a school visit to ensure the Director has met one or both parents *and* the prospective student.
4. In the event of large accepted enrollment, preferences will be given in the following order:
 - a. Currently enrolled FUMC Preschool and CDO students and their siblings
 - b. Children of FUMC members
 - c. Siblings of formerly enrolled FUMC Preschool and CDO students.
 - d. Children of families NEW to all programs and not included in a, b, or c.
5. **Children's eligibility for requested classes is based on their age on September 1.** After consultation with the parents, it is the responsibility of the Director to place the student in the class that will provide the greatest opportunity for success. Special placement requests may be noted on the enrollment form, **but no guarantees are made and should not be assumed or counted on.** Upon successful enrollment, the applicant will be notified of his/her class placement.
6. First United Methodist Preschool has limited scholarship funds available. Tuition aid is made available for the school term in which you are enrolling your child and must be applied for every year your child re-enrolls. To be considered eligible for tuition aid, the parent/guardian must submit an application with supporting information. Application forms are available through Director, Lindsay Kinsinger in the Preschool Office. All information received on the application will remain confidential.

First United Methodist Preschool & Children's Day Out is a state licensed, non-profit, non-discriminatory program. Enrollment is open to persons of all races, color, and national or ethnic origins. Required entrance age refers to the child's age on September 1 of the school year for which they are enrolling. Children enrolling in preschool classes must be completely toilet trained (no pull-ups). Toddlers enrolling in CDO must be walking independently.