



## Arcola Christian Preschool

A Ministry of Arcola United Methodist Church

24757 Evergreen Mills Road

Dulles, VA 20166

703-327-7878 x222

## Registration Lottery Information 2018-2019

Registration for the 2018-2019 school year will begin on January 2, 2018. The registration packet consists of this information sheet, a fee schedule and a class schedule, and the registration form. Information and forms are available in the church lobby and on our website ([www.ArcolaChurch.org](http://www.ArcolaChurch.org)).

We will begin accepting applications for registration on **January 2, 2018**. All applications must be **received** by **noon** on **February 9, 2018**. (We are not responsible for delays in mail service.)

Acceptance into the preschool is based on a lottery system. There will be a lottery for each of the following groups, in this order of consideration:

- Currently enrolled students and children of teachers
- Siblings of currently enrolled students
- Siblings of alumni
- Children of active board members and church staff
- Children of actively involved members of Arcola United Methodist Church
- General Public

Registration forms may be mailed to the church, to the attention of the Preschool Director, or delivered in person to a staff member at the preschool during one of the information sessions or on any school day during our registration period between 10-11:30am.

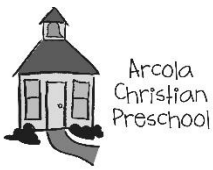
**A registration fee of \$125.00, in the form of a check made out to Arcola Christian Preschool, must be included with the registration form. This fee is non-refundable if your child is offered placement in **any of your choices** by **March 1, 2018**.** If a child is not offered placement, the registration fee will be returned. However, those children will automatically be placed on a wait list unless parents notify the Director, in writing or through email, that they do not wish to continue the process. In the event a space becomes available, parents will be contacted and given 48 hours to notify the Preschool Director of their decision and pay the \$125 registration fee.

All children, whose registrations arrive after noon on February 9, 2018, will be placed on a wait list until all timely registrations are processed.

### The Lottery Process

1. As registrations are received, they will be grouped in the categories listed above.
2. Registration forms will be drawn randomly within the first group, and children will be placed in a class based on the preference indicated on the registration form. If the first choice is not available, the student will be placed in the second choice and put on the wait list for the first choice.
3. After the first group is placed, we will go through the same process for each of the remaining groups in the order they are listed above.
4. Registrants will be notified by e-mail of acceptance on or before **March 1, 2018**.
5. Children will automatically be placed on the wait list unless parents notify the Director, in writing or through email, that they do not wish to continue the process.
6. **We will continue to place students who apply after February 9, 2018, on a first-come, first-serve basis until all slots are full or add them to the waiting list.**

Although we will do our best to accommodate preferences in class placement, we must consider the boy/girl ratio in each class, as well as the need to place siblings in school on the same days.



## 2018-2019 CLASS SCHEDULE

Class schedule options for the 2018-2019 school year will be:

**3 year olds (must be 3 by September 30, 2018) have the following options:**

- Tuesday and Thursday mornings
- Wednesday and Friday mornings
- Monday/Tuesday/Thursday mornings

**4/5 year olds (must be 4 by September 30, 2018) have the following options:**

- Monday/Wednesday/Friday mornings
- Monday/Tuesday/Thursday mornings or afternoons
- Monday through Thursday mornings (Priority for this 4-day class will be current students who need an extra year of preschool and then those who will be 5 before January 1, 2019.)

Morning classes meet from 9:30 am – 12:15 pm.

Afternoon classes meet from 12:45 – 3:30 pm.

Arcola Christian Preschool reserves the right to alter the class schedule as listed above based on enrollment demands.

## FEE SCHEDULE

A **REGISTRATION FEE** of \$125.00 must accompany each registration form. The registration fee is non-refundable if your child is offered placement in our program so make sure to only mark those classes you are willing to accept.

**TUITION** for the 2018-2019 school year at Arcola Christian Preschool is listed below. Tuition is to be paid in nine equal installments. The first tuition payment is due May 1, 2018. It is a deposit and will be credited as the May 2019 payment. The remainder of the payments are to be made by the first of each month, August through March, and are applied to the following month's fees.

To ensure we receive timely payments, **we ask that all families make their tuition payments through our online payment page using an electronic fund transfer or use bill pay through your bank** allowing at least 7 days for processing and delivery. If this presents a problem for your family, please talk with our Director.

### Monthly Tuition

Two day classes	\$225.00
Three day classes	\$285.00
Four day classes	\$340.00

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### **Information Sessions and Tours are offered at 10am on the following days:**

Thursday, January 4  
Wednesday, January 10  
Tuesday, January 16  
Thursday, January 25  
Wednesday, January 31  
Tuesday, February 6

**To reserve your space**, sign up on our website or email our Preschool Director, Barbara Ladany, at [BarbaraL@ArcolaChurch.org](mailto:BarbaraL@ArcolaChurch.org).

