



Arcola Christian Preschool
A Ministry of Arcola United Methodist Church
24757 Evergreen Mills Road
Dulles, VA 20166
703-327-7878 x222

Registration Lottery Information 2019-2020

Registration for the 2019-2020 school year will begin on January 2, 2019. The registration packet consists of this information sheet, the class schedule, fee schedule, and registration form. Information and forms are available in the church lobby and on our website (www.ArcolaChurch.org).

We will begin accepting applications for registration on **January 2, 2019**. All applications must be **received** by **noon** on **February 15, 2019**. (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.

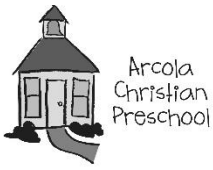
A registration fee of \$135.00, in the form of a check made out to Arcola Christian Preschool, must be included with the registration form. This fee is non-refundable if your child is offered placement in **any of your choices. Placements are made by March 1, 2019. If a child is not offered placement, 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 \$135 registration fee.**

All children, whose registrations arrive after noon on February 15, 2019, 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, 2019**.
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 15, 2019, 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.



2019-2020 CLASS SCHEDULE OPTIONS

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

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

2 ½ year olds (must be 2 by March 31, 2019) have the following options:

- Tuesday and Thursday
- Wednesday and Friday

3 year olds (must be 3 by September 30, 2019) have the following options:

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

4/5 year olds (must be 4 by September 30, 2019) have the following options:

- Monday/Wednesday/Friday
- Monday/Tuesday/Thursday
- 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, 2020.)
- Monday through Friday mornings (Priority for this 5-day class will be current students who need an extra year of preschool and then those who will be 5 before January 1, 2020.)

FEE SCHEDULE

A **REGISTRATION FEE** of \$135.00 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 2019-2020 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, 2019. It is a deposit and will be credited as the May 2020 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

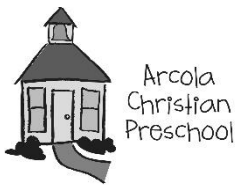
Two day classes	\$235.00
Three day classes	\$295.00
Four day class	\$365.00
Five day class	\$425.00

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

Wednesday, January 9
 Thursday, January 24
 Tuesday, February 5

Tuesday, January 15
 Wednesday, January 30
 Wednesday, February 13

To reserve your space, sign up [online](#).



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Check one:

- Currently enrolled student or child of teacher
- Sibling of currently enrolled student
- Sibling of alumni
- ACP Board Member or church staff
- Actively involved member at Arcola UMC
- General Public

2019-2020 REGISTRATION FORM

Child's Name: _____ Date of Birth: ___/___/_____ Sex: _____
Last First Middle

Prefers to be called: _____ If more than one sibling is enrolling, keep them on same days? Yes ___ No ___

Class for which you would like to enroll your child (please mark your choices in order of preference: 1st, 2nd, etc.). Do not choose a class you are unwilling to accept. Arcola Christian Preschool reserves the right to alter the class schedule as listed below based on enrollment demands.

2 ½ year-old (must be turning 2 by March 31, 2019)	3-Year-Old Classes (must be 3 years old by Sept. 30, 2019)	4/5-Year-Old Classes (must be 4 years old by Sept. 30, 2019)
<input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Wednesday/Friday	<input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Wednesday/Friday <input type="checkbox"/> Monday/Tuesday/Thursday <input type="checkbox"/> Monday/Wednesday/Friday	<input type="checkbox"/> Monday/Tuesday/Thursday <input type="checkbox"/> Monday/Wednesday/Friday <input type="checkbox"/> Monday-Thursday (4 days) <input type="checkbox"/> Monday – Friday (5 days) <small>Priority for the 4-day & 5-day classes will be current students who need an extra year of preschool and then those who will be 5 before January 1, 2020</small>

Name of Parents/Guardians: _____
Mother Father

Address: _____
Street City State Zip

E-mail Address (Primary method of communication!): _____

Phone Number: _____

*If the class in which you wish to enroll your child is full, your child will be put on the wait list unless you notify the Director, in writing, that you do not wish to continue the process.

SPECIAL NEEDS:

Are there any areas where your child needs special support/services? **(Please do not request teachers or classmates.)**

*We feel it is important for our teachers to spend all their time with the children in the classroom. Therefore, it is our policy that all children be fully potty-trained before starting school. (2 ½ year-old must be actively working on training even if not completely trained.)

*A non-refundable registration fee of \$135.00 is due upon admission to our program. Checks should be made out to Arcola Christian Preschool. The first tuition payment acts as a deposit and is due May 1, 2019. The next tuition payment is due August 1 and monthly thereafter through March 1, 2020.

*Virginia State Law requires us to view your child's birth certificate before admitting him/her to the preschool.

*Arcola Christian Preschool admits students of any race, color, and national or ethnic origin.

Signature of Parent Date

FOR OFFICE USE: Date received _____ Check # _____ Acceptance sent _____ Check returned _____