

Spring Valley UMC Preschool  
2010-2011 School Year  
Application and Enrollment Policies

Thank you for your interest in SVUMC Preschool. We look forward to the opportunity to share in the life of your child and family.

**Admission and Age Requirement**

**Admission** is open to all children without regard to race, color, or religious affiliation. Since we are a United Methodist Church supported preschool, all classes participate in prayers and Bible stories; additionally, the three and four year old children attend chapel once a week.

Children are placed in classes based on their age as of September 1 of the current school year.

**Application Process**

The Spring Valley UMC Preschool Board has adopted a new policy for our application process. Beginning in February of 2010, SVUMC will offer random drawings within priority tier groups to determine student placement. We are pleased to offer both current parents and prospective families a fair, non-biased application process. We are delighted that our preschool has a positive reputation both within our church and community, and we want to afford each prospective applicant equality in the enrollment process. This new process will eliminate the need for parents to be present at a specific time in order to apply. We have devoted time to research other preschools' application processes, and we have decided that this system will be most accommodating to our current and prospective students.

**The random drawings will work by adhering to the following priority tiers:**

1. Children of Spring Valley staff (pink form)
2. Church members whose children are currently enrolled and their siblings (orange form)
3. Non-church members whose children are currently enrolled and their siblings (yellow form)
4. Church members not currently enrolled (green form)
5. General Public (blue form)

Application forms will be available to all families wishing to enroll for the 2010-2011 school year beginning the week of January 25<sup>th</sup>. **A completed application must be submitted no later than 3pm on February 11, 2010 for participation in the random drawing.** Application forms will be distributed to currently

enrolled students, and will also be available at the church welcome desk, in the church office, the school office, or can be downloaded from the school website.

**Currently enrolled families are guaranteed a spot for the 2010-2011 school year.** However, you must submit your application forms to the school office no later than 3pm on February 11<sup>th</sup> in order to participate in the random drawing.

**Please be sure to indicate a first and second class preference for days of the week on your child's application form.** Every effort will be made to accommodate your wishes, but please understand that the enrollment information you will be given at this time will only include days of the week your child will be enrolled and **not** teacher assignment.

### **Notification and Enrollment**

Families will receive notification of their child's enrollment status during the third week of February. Included with the notification will be your enrollment form for the 2010-2011 school year. If you are currently enrolled that information will be sent home from school. New families will receive this information by email. Again this information will include the days of the week your child will be enrolled and not a teacher assignment. If you didn't receive your first choice (and were enrolled in your 2<sup>nd</sup> choice) you will be informed what number you are on the wait list for your first choice. If we were unable to make a placement in either a first or second choice, someone from the school will notify you by phone.

**Following the notification process, parents will have until March 1<sup>st</sup> to confirm a child's registration.** A child's registration is confirmed when you complete and return an **enrollment form** (separate from the application form used to participate in the random drawing) **and the required Registration Fee** for the 2010-2011 school year. This Registration Fee is a one time, non-refundable fee that reserves your child's spot and is used to cover each new school year's start up expenses.

**Registration Fees:** (siblings receive a \$15 discount)

2 Day - \$180      3 Day - \$195      4 Day - \$210      5 Day - \$225

### **Tuition**

By June 1 the last month's tuition for the 2010-2011 school year will be due and payable. This confirms your intent to attend school for the following school year. The remaining eight tuition payments will be due monthly from September through April.

Should you have any questions please contact us at 972-233-2317 or [schoolsec@svumc.org](mailto:schoolsec@svumc.org)

