

Dear Families:

Thank you for your interest in our programming! We will start accepting applications for the 2019 – 2020 school year during our Open Enrollment period, which begins at 8:00 AM on October 1, 2018. New this year, we will be conducting enrollment on a first-come, first-served basis for the general public. We would like to clarify the process for you.

**Priority placement for our programming runs in the following sequence:**

- 1<sup>st</sup> - Current, active members of the First Congregational Church (our sponsor) – membership is defined and confirmed by the First Congregational Church
- 2<sup>nd</sup> - Current students whose accounts are in good standing
- 3<sup>rd</sup> - Siblings of current students whose accounts are in good standing
- 4<sup>th</sup> - Alumnae families of First Church Preschool (with a gap of no more than 5 years since last child attended)
- 5<sup>th</sup> - General public

To apply, please complete an application ***in full*** and return it with the appropriate deposit and registration fees as soon as possible. *If we do not receive your application in full, along with your deposit and registration fees, you will not have a confirmed placement in the program in which you would like to enroll.*

Further, on the application you will be able to identify your choice of program days and times. Program placement is **NOT** for individual classrooms (i.e. Blue Door, Red Door, Yellow Door, etc.). Please note that you can indicate on the application form your order of preference for the programs offered (1<sup>st</sup> choice; 2<sup>nd</sup> choice; 3<sup>rd</sup> choice), and we strongly encourage you to do so. If spaces for your first choice program are all filled, there may still be spots available for your second choice program.

If it turns out that we have more applicants for a particular program than we have spaces available, then we will begin establishing a waitlist for that program. The waitlist will be developed and maintained on a first-come, first-served basis. In order to be on the waitlist for a program, you must submit a completed application and registration fee. No deposit fee is necessary to be on a waitlist. If a spot becomes available in a particular program, we will begin to offer it out to those families on our waitlist in the order in which they received placement on the waitlist. If a family on the waitlist declines a spot being offered to them or does not respond to an offer of a spot within 36 hours of the offer, then we will move on to offer the spot to the next family on the waitlist. If a family on the waitlist accepts a spot that is offered to them, we must receive a deposit fee in order to confirm the spot. If we do not receive the deposit fee within 3 business days from the date of the acceptance, we will no longer hold the place for that family and move on to offer the spot to the next interested family.

**Applying online:** New this year, families may apply online using the electronic application form specific to the program in which they would like to enroll their child. One form is needed per child enrolled per family. In order for an online application to be accepted, the form must be completed in full and be accompanied by the appropriate registration and deposit fees. Credit card payments are accepted online. Online applications will be time-stamped so that we may maintain a first-come, first-served basis. Those applying online will receive confirmation from First Church Preschool concerning the receipt of the application. Within 24 hours, or on the next business day from the time the online application was received (whichever comes first), online applicants will also receive confirmation as to whether they have received a spot in the desired program, or, if the program is full, a spot on the waitlist for the program. If an online applicant does not receive a confirmed placement and/or would like to be placed on a waitlist for the program, the deposit made will be returned or credited unless or until such time that a spot opens up that the applicant would like to accept.