

January 25, 2010

Dear Prospective Parents:

Thank you for your interest in our preschool and kindergarten program here at Smyrna First United Methodist Church. We are extremely proud of our school and we look forward to having your family become a part of ours. The purpose of this letter is to give you an overview of our registration process as well as an idea of the number of openings that we anticipate for next year.

All children currently enrolled in our program were given the opportunity to register for next year by January 22nd. All of our current students were guaranteed placement for next year if they registered by that date. Registration priority is next given to siblings of our current families. After January 22nd, any remaining openings will be offered to active members of Smyrna 1st Methodist Church and then to the community.

At this time, it appears that once in-house registration is complete, we will have openings for approximately 32 new students throughout the program. This number is based on the results of a non-binding survey and is subject to change.

Children will be selected to fill available openings by lottery. To be eligible for the lottery, registration materials along with a **\$25 non-refundable application fee** must be received by February 6th. **If your child is selected to receive placement for next year, you will be notified by phone no later than Friday, February 12th, and we must receive the non-refundable registration fee no later than February 19, 2010 to secure your child's spot.** If your child is placed on a waitlist, you will be notified by mail.

If your child is waitlisted, please do not despair. It has been our experience that spaces always appear before school begins in September, and these openings will be filled from the waiting list. We will place your enrollment application on file, but we will not require the registration fee until we have a space for your child. We will continue to accept applications after February 6, 2010. Although these applicants will not be a part of the initial lottery, they will be placed on the waitlist in the order in which they are received and no application fee will be required. We do keep an active waitlist throughout the school year to fill any vacancies that may occur.

Please remember that children will be registered in classes based on their age as of September 1, 2010 and **there will be no exceptions to this policy.**

Attached you will find a list of items that you must provide with the 1st tuition payment due by June 1, 2010. Birth certificates and immunization forms must be received before your registration file is considered complete.

Thank you for your cooperation in these matters. We look forward to a successful and rewarding year with your child.

Sincerely,

Pat Bishop, Director

