

CHAMBLEE METHODIST PRESCHOOL & KINDERGARTEN
REGISTRATION INFORMATION for 2019-2020 SCHOOL YEAR

Registration for Church Members & Current Families – Tuesday, January 15 8:45am – 9:15am

Registration for church members and currently enrolled families will begin on Tuesday, January 15. Registration packets with the students' names on them for all of our current students in PMO, 2s, 3s, and PreK will be in Fellowship Hall that morning, arranged alphabetically on tables. We'll also have extra packets available if you are registering a sibling not currently enrolled. The doors to Fellowship Hall will open at 8:45am (no "early birds" please, we will not give out any packets until 8:45am). All packets not picked up at that time will be sent home with the children in their tote bags. If your child isn't in school on the 15th, you may still come by to register that morning; thus every family has the opportunity to register on this day. Registration is first come–first served, so if you have a strong preference for certain days of the week or are coordinating siblings' schedules, please submit your registration forms promptly. Some classes have only one section and may fill quickly. We have space in the program next year for EVERY student currently enrolled in PMO, 2s, and 3s if you register prior to January 21 (we open registration to new families beginning January 23).

Students registering for the kindergarten class may receive priority based on length of time the student has been at CMK, length of time the family has been at CMK, and church membership at Chamblee First UMC. Please see the additional page for kindergarten registration information.

Registration for Alumni Families – Tuesday, January 22 8:45am – 12:00 noon

If you are an alumni family (you do not have a child currently enrolled in the preschool or in PMO but have had a child previously enrolled for at least one full year), you may turn in your registration form on a first come-first served basis on Tuesday, January 22 between 8:45am and noon at the church front desk in the atrium.

Registration for New Families – Wednesday, January 23 8:45am – 9:15am

Registration for new families is on Wednesday, January 23 from 8:45am – 9:15am in Fellowship Hall. At that time, registration forms will be collected in order of arrival from those who are present. Enrollment is on a first come-first served basis; consideration regarding class placement is given to those registering siblings when possible. You will receive a response and confirmation of class placement by mail within one week.

Registration forms submitted by mail or dropped at the school office will be considered after those submitted in person. We will have space for some new students in all age groups, except possibly kindergarten. New families can call the school office (770-457-2527) before January 23 to check on availability following our registration for current students. If school is closed due to inclement weather on January 23 (we close if DeKalb County schools are closed), registration will be re-scheduled and the new date will be on the school website.

Wait List Information

If you are placed on the wait list, your registration fee will be held until space is available (or returned to you if you prefer.)

If you have any questions, please call the director, Mellie O'Keefe (770-457-2527) or send an e-mail to mokeefe@chambleeumc.org. We do appreciate your interest in our program and want to do everything we possibly can to give you the information you need.

See the reverse for class options for 2019-2020 and for Kindergarten application details.

Class Options
Age as of Sept. 1, 2019

<u>2 Year Classes</u> Tuesday & Thursday (2-days) Wednesday & Friday (2-days) Monday, Tuesday, & Thursday (3-days & child must be 3 by 2-1-2020)	<u>3 Year Classes</u> Monday, Tuesday, & Thursday (3-days) Monday, Wednesday, & Friday (3-days) Monday – Thursday (4-days)
<u>PreK Classes</u> Monday – Thursday (4-day) Monday – Friday (5-day)	<u>Kindergarten Class</u> Monday – Friday (9:00am – 1:00pm)

Kindergarten Registration and Application

Additional Information for Registration for the Kindergarten Class

As previously mentioned in our newsletters, registration for the kindergarten class for 5 year olds will be slightly different from that for the other age groups. Priority for registration for kindergarten will be based on church membership, length of time the student has been enrolled at CMK, and the length of time the family has been at CMK. We will use this system ONLY if we have more registration forms from current students than available spaces.

So that we can send a reply as soon as possible, if you are registering a kindergartner, please do so by noon on Friday, January 18 for first consideration. We will look at all applications received at that point and then send responses on Tuesday, January 22. You may register after January 18 if you wish; spaces will be confirmed if they are available. This earlier date will allow us to give you a quicker response, rather than waiting until the end of the in-house registration period, before we open to the public.

In an effort to accommodate more families as soon as possible, the tuition deposit will be due by Friday, April 12 in order to hold a spot in the class (we will send a written reminder). As always, the first payment (tuition deposit) is non-refundable and non-transferrable. This date applies to rising kindergartners only; other CMK classes will continue to have May 10 as the deadline for the tuition deposit. This policy will allow any family on the waiting list to move up much sooner as spaces become available.

If you have concerns about your child's readiness and/or maturity, please know that another viable option is enrolling your child in an additional year of PreK. Since we have 3 PreK classes, your child would be in a new classroom with different teachers. Your child would work on preparing for a successful kindergarten year, rather than preparing for 1st grade curriculum.

Please feel free to contact Mellie with any questions. Thank you!