

Hibben Preschool 2012 Open Enrollment Information

Priority enrollment for currently enrolled students, their siblings, and active members of Hibben United Methodist Church, will conclude on Friday, January 27. An open enrollment drawing will then be held on Monday, January 30 at 9:30 a.m. Through the drawing, remaining spaces will be assigned to members of the general public who have submitted enrollment applications and fees.

The procedure for the open enrollment drawing is as follows:

- Open enrollment applications will be accepted in the preschool office on an ongoing basis from January 3, through January 30 at 9:00 a.m. Applications are available in the preschool office, in the church office, or they can be printed off the church website. Visit www.hibbenumc.org, click on “ministries” and then on “preschool” and you will see a link for enrollment applications. Applications must be accompanied by the enrollment fee.
- Applications will be numbered as they are turned in. If a family is turning in applications for more than one child, the family’s applications will be combined and given one number. Turning an application in early does not increase your chances of receiving a space.
- On January 30 at 9:30 a.m., numbers will be drawn randomly. You do not need to be present for the drawing.
- After the drawing, each family will be called and notified whether or not their child(ren) has received a space for the fall, and follow-up letters will also be sent.
- Any child not receiving a space will automatically be placed on the waiting list, and their enrollment fee will be returned. If/when a space becomes available, you will be notified and the enrollment will be due at that time.

Open enrollment fees are \$175 per child, and must accompany each application. If you have more than one child applying, please include a separate check for each child. **Enrollment fees are not applied toward future tuition, and are non-refundable if the child receives a space in the enrollment drawing.** The only exception is in the event that one child in a family gets in and another does not. In that case the parent may elect to decline the space for the first child, and place both children on the waiting list, thereby receiving a refund of all enrollment fees.

Following the drawing, you will receive a phone call and a letter confirming your child(ren)’s enrollment status. If you do not get your first choice of days, your child will automatically be placed on the waiting list to switch days if/when an opening becomes available. Whenever possible, consideration will be given to siblings who need to attend on the same days.

Scheduled Tours

Parents and children enrolling for the fall are invited to visit the school to tour the facilities and learn more about the program offerings. Enrollment tours for potential fall enrollees will be held at 10:30 a.m. on Tuesdays, Wednesdays, and Thursdays beginning Wednesday, January 4 and continuing until Thursday, January 26.

Questions?

For additional information, please contact the preschool office at 216-8438 or email us at preschool@hibbenumc.org. You may also visit our website, by going to www.hibbenumc.org; from the main page go to “ministries” and then click on “preschool.” Or visit our facebook page at www.facebook.com/hibbenpreschool. On that page you will find links for the enrollment application, as well as a link to “Enrollment, Frequently Asked Questions.”

We look forward to welcoming you and your child into our program!

Nancie Willett and Robin Robertson, Co-Directors