

## **Hibben Preschool 2017-2018 Enrollment Information**

Enrollment applications and fees will be accepted starting Tuesday, January 3. Applications are available on the church website, in the preschool office or the church office, or can be emailed as an attachment.

### **Application Deadlines**

Thursday, January 26 at 9:30 am for currently enrolled students and siblings (priority phase 1)

Friday, January 27 at 9:30 am for Hibben church members (priority phase 2)

Monday, January 30 at 9:30 am for the general public (open enrollment)

### **Important Information**

- A new application must be submitted for every child, even those who are currently enrolled.
- Applications must be accompanied by the appropriate enrollment fee. One check may be written to cover the fees for all children in the family.
- Submission of an enrollment application is an agreement that if a space is available as of the applicable enrollment deadline, the child will be automatically enrolled. The only exception will be in cases where there is space for one sibling but not the other.
- Enrollment fees are non-refundable, and will be deposited immediately upon receipt of the application and fee.
- Enrollment fees will only be refunded if spaces are not available for all children in the family. Please allow 5-7 business days for refunds to be processed and mailed.
- Anyone not receiving a space will be automatically placed on the waiting list.
- Current students are guaranteed a space in the program, but are not guaranteed their first choice of days of attendance.
- Anyone not receiving their first choice of days of attendance will be automatically placed on the waiting list to switch days if/when possible. You will be notified before any change is made.
- We do not accept requests for specific teachers, nor for children to be assigned to the same class. Your understanding is appreciated!
- The directors reserve the right to balance classes by gender, and to consider prior attendance schedule and/or sibling attendance when assigning spaces.
- Enrollment status confirmations will be sent to all applicants by February 1.

### **Enrollment Fees**

Enrollments fees are \$160/child for priority enrollees (currently enrolled families and Hibben church members), \$210/child for open enrollees (general public), and \$75/child for Hibben staff and board members.

### **Scheduled Tours**

Group tours will be held at 10:00am every Tuesday, Wednesday and Thursday, starting January 4 through January 25. Please contact the preschool office to reserve a tour spot or to arrange an alternate tour date or time.

### **Questions?**

A director will be more than happy to meet with you to discuss your individual child's needs for next year, and to help you determine what the best attendance schedule would be. We encourage you to make an appointment for such a discussion, so that we can give you the full attention that you need and deserve. For these, or any other questions or concerns, please contact us at 216-8438, or email us at [preschool@hibbenumc.org](mailto:preschool@hibbenumc.org).

We look forward to your family being a part of our preschool family next year!

Nancie Willett & Kim Dowd, Directors