

Hibben Preschool 2023-2024 Enrollment Information

Enrollment applications and fees will be accepted from currently enrolled Hibben Preschool families starting Tuesday, November 1. Applications are available on the church website (<https://hibbenumc.org/preschool-forms-documents-policies/>), in the preschool office and in the church office, or can be emailed as an attachment.

Application Deadlines

Tuesday, November 15 at 9:30 am for currently enrolled students and siblings (priority phase 1)

Wednesday, November 16 at 9:30 am for Hibben church members and siblings of former students (priority phase 2)

Thursday, November 17 Enrollment opens to general public (open enrollment)

Applications received after November 17 will be placed as space is available.

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 non-transferable 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 7-10 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 as another child. Your understanding is appreciated!
- The director reserves 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 Friday, November 18

Enrollment Fees

Enrollment fees are \$185/child for priority enrollees (currently enrolled families, Hibben church members, and siblings of former students), \$235/child for open enrollees (general public), and \$85/child for Hibben staff and preschool board members.

Tours

We will offer tours on the following days: Tuesday Oct 25 9:30 am and Tuesday Nov 1 9:30 am. Please email preschool@hibbenumc.org to RSVP for a tour.

Questions?

A staff member will be more than happy to talk with you about 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 deserve. For these, or any other questions or concerns, please contact us at (843) 216-8438, or email us at preschool@hibbenumc.org.

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