



Dear Parents:

Thank you for your interest in Glenview Methodist Preschool. Enclosed you will find a registration packet. Enrollment for next fall is **February 1st, 2010!** Now is the time to make some important decisions for your child(ren).

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When you decide on the first, second, third and fourth choice of class(es) for your child(ren), simply submit the following by **February 1st**:

- A completed **Registration Application** for each child
- A completed **Information Sheet** for each child
- The appropriate **Registration Fee** made payable to:
Glenview Methodist Preschool

Please mail these to me at the address on the Registration Application or drop off in the school office (Room 6). All applications received will be included in a lottery if there are more applications received than spaces available.

Applications must be received by 9:00 a.m. February 1st.

A class list will be posted on our website after 9:00 pm on Wednesday, February 3rd. If you would like your child(ren) to be placed on a wait list for a different class, I will be available in Room 6 on February 4th from 9:00 to 9:30 a.m. No phone calls or emails will be accepted until after 9:00 a.m. on Thursday, February 4th.

You should receive a letter confirming your class assignment(s) following the lottery posting. At this time, a bill from the treasurer will be sent for the May 2011 tuition. This must be paid by February 15th, 2009 to confirm your 2010-2011 enrollment. If it is not paid, your child will be dropped from the roster. This payment acts as a **non-refundable** security deposit.

We appreciate your cooperation with our registration process and look forward to a wonderful 2010-2011 preschool year. Please call me at 847/724-4421 or email enrollmentqmps@yahoo.com with any questions.

Sincerely,

Karen Forsberg
Enrollment Chair

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