

GMPS ENROLLMENT POLICIES

GMPS enrollment policies are as follows:

1. Priority registration applies to returning students advancing to the next class, siblings of students currently or formerly enrolled in the three or four year-old class and alumni children if they will be enrolling in the 2 1/2 or three-year-old classes.
2. All current board members will have the privilege of priority enrollment for all preschool classes. This also includes any extra programs or classes such as Extended Day, Monday Madness and Mini Camp. Current board member registration forms will be processed before the rest of the priority registration applications and will not be included in the lottery. In the event of a lottery, the percentage of board member children in any classroom will not exceed 33%. All deadlines must be respected.
3. Priority registration notices will be emailed or sent home to the families of the children currently attending the preschool. Priority registration notices will also be emailed to families who are not currently enrolled but may have a child ready to enroll. Every effort will be made to contact all families who are eligible for priority registration. GMPS will not be held responsible for families not receiving the priority registration notice. The final responsibility for registration lies with the family registering.
4. Priority registration applications will be accepted until the pre-determined registration deadline. Applications must be submitted via the school website (www.glenviewmethodistpreschool.com). All registration applications received prior to the registration deadline will be included in a lottery if there are more applications than spaces available.
5. Open registration will begin after priority registration has been completed. All applications not received by the priority registration deadline will be treated as open registration, whether eligible for priority enrollment or not.
6. The registration fee is non-refundable. The registration fee is \$75.00 per family.
7. Once a child has been accepted into the preschool program, the parent or guardian is required to pay a tuition deposit to hold the child's spot in that class. The deposits for priority families will be due before the open registration deadline. If the deposit is not received, the spot will become available to families in the open enrollment lottery. ** If for any reason the child does not attend the preschool, this deposit is non-refundable.
8. A letter will be mailed to each preschool family indicating the deposit amount and due date. If the deposit is not received by the specified due date, the child will be dropped from enrollment.
9. Tuition for September through May will be payable in 3 tri-annual payments (May 1, August 1, and November 1). Tuition fees are non-refundable.

10. Age requirements for programs are as follows:

- Getting Started Program – Children who turn 2 by September 1
- Two-Year -Old Program - Children who turn 2 by June 1
- Three- Year-Old Program - Children who turn 3 by September 1
- Four-Year-Old Program - Children who turn 4 by September 1

NOTE: Any deviation from this policy requires the approval of the Director. Enrollment is done without regard to race, sex, religion, or national origin.