



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 both GMPS's three and four-year-old classes, and children whose parent(s) attended GMPS if they will be enrolling in the two or three-year-old classes. Priority does not apply to Twinkle Time participants.
2. All current board members will have the privilege of priority registration for all preschool classes. Current board member registration forms will be processed before other priority registration applications. In the event of a lottery, the percentage of board member children priority placed in any class or program will not exceed 33%. All deadlines must be respected.
3. Families with children currently attending GMPS will be notified of priority registration dates. 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 will be accepted until the predetermined registration deadline. Applications must be submitted online via the GMPS website, GlenviewMethodistPreschool.com. All applicants will receive a registration confirmation via email. Please save this as proof of registration. All registration applications received prior to the registration deadline will be included in the lottery if there are more applications than spaces available.
5. Open registration will be processed 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 registration or not.
6. The registration fee is \$100.00 per family. **The registration fee is non-refundable.**
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 the class. The deposit 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 GMPS, the deposit is non-refundable.****
8. An email will be sent to each preschool family indicating the deposit amount and due date. If the deposit is not received by the specific due date, the child will be dropped from the class.
9. Tuition for September through May will be paid in three tri-annual installments (May 1, August 1, and November 1). **All tuition payments are non-refundable.**

NOTE: Any deviation from these policies is at the discretion of the GMPS administration. Enrollment is done without regard to race, sex, religion, or national origin.