

## **West Side Preschool Registration Information For the 2017-2018 School Year**

- **“In House” Registration begins Sunday, February 12, 2017 from 4:00 – 6:00 PM** - In house registration is for families who *are currently enrolled, and alumni families who were previously enrolled* in West Side Preschool and/or for families who, with their children, *are active in the programs of West Side Church*.

- **Public Registration begins Monday, February 13, 2017 at 9:30 AM** – and is for *new families*.

- **If your child has a developmental disability or other special need**, please contact the preschool office for a conference (946-4656) prior to registration.

**How to register during In-House Registration:** *On Sunday afternoon, February 12 from 4:00 – 6:00 PM* registration will take place in the West Side Church North building. We will use a number system to register, and the Preschool doors will open at 3:45 PM. You need to pick up one number for each child you are registering. **We will begin calling numbers at 4:00 PM and you need to be present when your number is called in order to register.**

**How to register during Public Registration:** *On Monday morning, February 13 at 9:30 am*, registration will take place in the West Side Church North building. **The doors will be unlocked at 8:30 AM and numbers will be available beginning at that time. You may come early and pick up a number and leave.** You may send another family member or friend to pick up your number. You need to pick up one number for each child you are registering. **We will begin calling numbers at 9:30 AM and you need to be present when your number is called in order to register.**

- **Each Family needs to send their own representative to pick up a number(s).** It can be you, a friend or family member. One person may pick up numbers and register for only one family. Please call the preschool office if you have questions.
- **Morning classes fill quickly.** *If your first choice is filled, register for your second choice and put your name on the waiting list for your first choice.* There will be changes over the summer. Waiting lists often work! If someone other than yourself is registering your child for you, be sure to give him/her your second and third choice of classes, just in case.
- Families registering for the afternoon 3-4 class or for the 2-3 year old program have not had to come early on the first day of registration in past years to get the class they wanted.
- When you come to register, **please have a completed registration form** (filled out on both sides and signed). We do not need birth certificates, immunization or any other records for registration.
- **A \$85.00 nonrefundable registration fee is due at the time of registration.** Additional children in the same family may register for \$60 each. *Please make out your check to West Side Preschool.*
- As you consider what class to register your child for next year, please feel free to stop in and take a look at classes in session. **We welcome visitors!** And we appreciate that you want to feel knowledgeable about your choices. Please call and let us know when you would like to visit and stop by the preschool office so we can show you the classroom you will be visiting.
- **After Monday Morning**, February 13, registration will continue in the Preschool office until classes are filled.

If you have any questions, call the preschool office - 946-4656

*All of our classes are co-op with a strong philosophy of nurturing the whole child through hands-on learning. We are building a foundation for a lifetime of learning.*

**We appreciate your support, loyalty and enthusiasm for our program!**