



## Wornall Campus 2012-2013 REGISTRATION PROCESS

- **Registration will be done using a lottery system.** Beginning in January 2012, any time between 9 am and 2 pm Monday through Thursday of the week designated for each enrollment group, families may stop by the Preschool office to draw their enrollment number. This enrollment number will be recorded by the administrative staff to be used during assignment of classrooms. One enrollment number will be allowed per family – each family must have their own representative pick up a number. For example, the Atzeni family will not be able to pick up a number for the Butin family.
- Application forms must be completed and submitted at the time your enrollment number is drawn. Forms will be available during registration, or can be downloaded online at [www.colonialkc.org/cdc](http://www.colonialkc.org/cdc).
- Application forms will be processed by order of the enrollment numbers on Friday of each enrollment week.
- You will receive a letter after the enrollment period ends confirming the class your child has been assigned and the monthly tuition rate. You will have one week after receipt of that letter to accept or decline your child's class assignment.
- **An enrollment fee of \$50 per child will be due at the time Application Forms are submitted. Once placement is offered and accepted, this fee is non-refundable and will not pay for any portion of your tuition for the upcoming year. If you decline the classroom spot you are offered, your enrollment fee will be returned to you.**

### ENROLLMENT WEEKS

**Colonial Church Members** (Must be an existing member, or have gone through the new member's class and have officially joined Colonial Presbyterian.)  
January 9-12, 2012

**Currently Enrolled Families**  
January 17-19, 2012 (Monday, January 16 is MLK Day—no school)

**Alumni (Previously Enrolled Families)**  
January 23-26, 2012

**Community (New Families)**  
January 30 – February 2, 2012

