



Quivira Campus 2012-2013 REGISTRATION PROCESS

- **Registration will be done using a lottery system.** Beginning in January, 2012, any time between 9 am and 3 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 to pick up a number. For example, the Isringhausen family will not be able to pick up a number for the Lewis 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.
- 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, which will be mailed to your home, confirming the class to which your child has been assigned and the monthly tuition rate. You will have two weeks after receipt of that letter to accept or decline your child's class assignment and turn in your Enrollment form to secure that spot.
- **An enrollment fee of \$50 per child will be due at the time registration 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



Colonial Preschool and CDC ~ 12501 W 137th St. ~ Overland Park ~ Kansas ~ 66221 ~ 816-501-3917

