

Mason Christian Preschool

(a ministry of Christ's Church at Mason)



5165 WESTERN ROW ROAD - MASON, OH 45040 229-5400

PRESCHOOL REGISTRATION INSTRUCTIONS

2012-2013

TO REGISTER: (turn in on specific registration week)

- ✓ Mason Christian Preschool Registration form (available at preschool office only/age specific); please mark only classes you are willing to have your child placed in; number in order of preference; you can be wait listed for additional classes.
- ✓ \$40 non-refundable Registration fee made out to Weekday Ministries.

DATES OF REGISTRATION: drop off paperwork (above) w/registration fee in secured envelope in our Registration Box located just outside the preschool office.

- ✓ January 22, 2012: (Sunday) CCM members or CCM regular attenders priority
- ✓ January 23 – 29, 2012: Current Mason Christian Preschool families.
- ✓ January 30 – February 5, 2012: Alumni or Wait-list families
- ✓ February 6, 2012: OPEN REGISTRATION

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REGISTRATION CONFIRMATION: You will receive email confirmation by March 1 of class placement and/or wait list status. Classes will also be posted outside the preschool office the month of March. Should you not receive an email or phone call @ placement, please call the preschool office @229-5400 or email marilyn.galley@ccmason.org

CONFIRMATION OF ENROLLMENT: You will receive a statement early July with the following DUE no later than AUGUST 1, 2012.

- a. O.D.J.F.S. Child Enrollment and Health Information
This is a three page form (available at preschool office or on line @ www.weekdayministries.org). This needs to be filled out COMPLETELY. An instruction sheet is also available.
- b. O.D.J.F.S. Medical Statement Form: (available at preschool office or on line @ www.weekdayministries.org)
 - ✓ Children currently enrolled need only keep medical form from expiring.
 - ✓ New children need a medical form on file within 30 days of their first day at preschool.
- c. MAY 2013 TUITION & \$35 supply fee: Checks are made payable to Weekday Ministries with your child's name in the memo. Ask about the 5% discount when you pay years tuition in full.

Confirmation of class ENROLLMENT depends on receipt of the above NO LATER THAN August 1, 2012.

NOTE: If any of the paperwork and/or payment is NOT ON FILE by this date, your child will forfeit their fall enrollment with *no additional notice from the preschool.*