



Good Shepherd Lutheran Church Preschool



7000 Creedmoor Road
Raleigh, NC 27613
(919)846-5060 or preschool@gslchurch.org

Registration Procedures 2009 – 2010 School Year

Key Dates

- ➔ Friday, January 16th, 2009
 - Application for Enrollment, Fees, Tuition Draft Form, Parent Permission Form, Signature Page Form must be submitted to/receive by the Preschool
- ➔ Monday, January 19th – Thursday, January 22nd
 - Preschool staff will process applications & contact parents with any questions / omissions
 - Priority will be given as follows: currently enrolled children, siblings of currently enrolled children, GSLC church members' children, general public
 - We will randomly draw envelopes in each category to ensure fairness
- ➔ Friday, January 23rd
 - Preschool staff will mail (or provide in child's backpack) a Confirmation of Enrollment Form to parents
 - OR--
 - Preschool staff will contact those placed on a waitlist and your fees will be returned

Parents

1. Go to www.gslchurch.org/preschool website and access Forms;
2. Complete the Application for Enrollment form for *each child*. You may complete this form in adobe acrobat by typing your information in the highlighted fields;
3. Complete the Tuition Draft Form (you may complete one form for your family if there is more than one child enrolling);
4. Complete the Parent Permission Form;
5. Read the 2009-2010 GSLP Policies & Guidelines, and complete the Signature Page Form;
6. Please review the requirements for the Medical Form, and ensure that this form is submitted to the Preschool PRIOR to the first day of school, August 31st, 2009;
7. Fees:
 - a. Registration: This fee, equal to one-month's tuition, is NON-REFUNDABLE unless you move out of the Raleigh area prior to August 1st, 2009. This fee pays for classroom materials, teacher education, classroom maintenance, and playground upkeep and equipment.
 - b. Trans-K Fee: This fee of \$20.00 is for supplies for the Trans-K class and is NON-REFUNDABLE.
8. Place the completed forms (items 2-5 above) in an envelope, along with the fees as outlined in item 7 above, and place in the designated basket at the Preschool. Mark the outside of the envelope with '2009-2010 Registration.' You may also mail the forms to the Preschool. Please mark them with ATTN: Registration Forms.