



## 2017-2018 School Year Preschool Registration Information

Applications will be accepted during normal preschool hours 9am – 2pm in the preschool office and can also be placed in the CDS box located in the church office until 4pm.

In order to register your child for the 2017-2018 school year, the following steps must be completed:

1. Complete the **Application for Admission (both sides)**. Choose up to 3 classes (if possible). Rank them 1-3 in order of your class preference. Please make sure your application is legible so that we are able to reach you by email, phone, and U.S. mail. Make sure your child is the correct age for the class you wish to enroll in. We will not make any exceptions for the age requirements. You may refer to the application for age requirements.
2. **Payment: Include 2 Checks.** One check for the non-refundable registration fee of \$100 (\$75 for CUMC church members) and a second check for one month's tuition (applied to May 2018). Use your first class preference and refer to the Centreville Day School Application to determine the tuition check amount. Make the checks payable to **CDS. We cannot accept cash.**
3. Put your application and checks in a sealed envelope and label it- **"Centreville Day School 2017-2018 Registration" with your child's name.**
4. Bring your completed application to the preschool office Monday - Friday from 9:00AM to 2:00PM. You may also mail your packet or drop it off in the church office 9am – 4pm.
5. **Applications sent via mail should be addressed as follows:**

**Centreville Day School  
Centreville United Methodist Church  
6400 Old Centreville Road  
Centreville VA, 20121  
ATTN: PRESCHOOL REGISTRATION**

(over)

Each child will be placed in a class based on the preference indicated on the Centreville Day School Application. If the class is full, we will look at the second preference indicated and place your child on the wait list for your first choice. We will do the same for each preference indicated. If we are not able to place your child in any class, but offer only waiting list status, we will refund the tuition check.

We will do our best to accommodate class preference, but we must consider boy/girl ratio as well as the need to place siblings in the same session.

Once your child's application has been processed, you will receive notification of class placement by email or mail.

Centreville Day School welcomes all children regardless of race, religion, or nationality.

Centreville Day School reserves the right to remove any child from its roster if the information on the Application for Admission is found to be untrue or incomplete.

**Centreville Day School**  
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www.centreville-umc.org  
www.facebook.com/CDSPreschool