



## 2018-2019 School Year Preschool Registration Information

Centreville Day School will begin accepting applications for admission beginning **January 16 at 7pm during the Open House**. Applications will continue to be accepted during normal preschool hours 9am – 2pm in the preschool office and can be placed in the CDS box located in the church office until 4pm. All applications received **after** 4:00 PM on January 19 will be held and processed after the initial General Registration placements have been made.

The following groups have priority registration in this order:

1. CUMC church members
2. Currently enrolled students
3. Siblings of currently enrolled students
4. Alumni family
5. General public

In order to register your child for the 2018-2019 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 2019). 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 2018-2019 Registration" with your child's name. 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**
4. Bring your packet to the preschool office Monday - Friday from 9:00AM to 2:00PM during the registration period. You may also mail your packet or drop it off in the church office, but it must be received no later than January 19. All registration applications received **after** January 19, will be processed after all of the initial applications have been processed.

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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 all applications have been processed, you will receive notification of class placement within 3-4 weeks by mail.

After January 19, we will continue to accept applications on a first come, first served basis until all classes are full. We will maintain a waiting list once the classes are full.

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 Up Coming Events**

### **Kindergarten Readiness**

Centreville Day School will host a program on Kindergarten Readiness on Tuesday evening; January 9 from 7:30 to 9:00 PM in the Chapel. Join us to learn what Kindergarten will look like for your child in the coming year. Child care will be available with a reservation only as space is limited. Call the preschool office at (571) 522-1875 for more information.

### **Open House**

Centreville Day School will host an Open House for parents of prospective students on Tuesday, January 16 from 7:00 to 8:30 P.M. At that time the classrooms will be open for your visit and the teachers will be available to discuss the special preschool program and any questions you may have. The "snow date" is Tuesday, January 23 at 7:00 P.M. Call (571) 522-1875 or check the Centreville UMC website if you are in doubt about the weather.

#### **Centreville Day School**

dayschool@centreville-umc.org

571-522-1875

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www.centreville-umc.org

www.facebook.com/CDSPreschool