



THE ARK PRESCHOOL and PLAYGROUP PLUS
Community Church: A United Methodist Congregation
3487 Route 130, Irwin, PA 15642
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www.ShareChristWithOthers.org

THINGS YOU SHOULD KNOW ABOUT OUR REGISTRATION PROCESS

1. All registration forms received in person during the qualifying onsite registration dates will take priority over all other forms of registration submission for that qualifying period.
2. If a registration form is received in advance of registration, it will be placed in the Registrar's mailbox and processed at the *end* of the registration period the applicant qualified for.
3. All registration forms must include the registration fee to reserve the spot. The only exceptions include: Playgroup Plus one day/week who are not offset, half-year students and those who are waitlisted.
4. All face-to-face registrations take priority over other forms of registration.
 - a. Order of priority: Face-to-face, mail (postmarked date, then non-postmarked envelopes), then phone.
5. If an applicant is unable to register in person (or find a person to register for them) during the provided registration periods, the following options would apply:
 - a. Ask a friend to attend an onsite registration on your behalf
OR
 - b. Mail in the registration form, with the following rules being applicable:
 - i. All registration forms mailed in during a registration period will be processed *after* the *end* of the registration period they qualified for. They will be processed by the postmarked date and then sorted alphabetically.
 - 1.) If the envelope does not have a postmark date on it, then it will be processed alphabetically at the *end* of the qualifying registration period.
 - c. Any registration forms received between the end of closed registration and the beginning of open registration will be processed in the order received by postmarked date and then sorted alphabetically. Registration forms without a postmarked date will be processed AFTER the forms received with a postmarked date, and then sorted alphabetically.

PLAYGROUP PLUS REGISTRATION INFORMATION

1. To qualify for the Playgroup Plus class, the child must be 2 years, 0 months old on or before March 1st.
 - a. No students turning 2 years old after March 1st will be accepted.
 - b. No prior experience required.
 - c. Students do NOT need to be potty trained.
 - d. Students registering for 2 days/week will receive priority over students registering for only 1 day/week. If the class fills with students requesting 2 days/week, the 1 day/week students will be placed on the waitlist.
 - e. Students may register for 1 day/week if there is another child to offset their one-day.
 - i. If no one is willing to offset their one-day, applicants will need to either register for both days and request for only 1 day OR be placed on the waitlist.
 - ii. If the student is placed on the waitlist, no registration fee is collected.

PRESCHOOL REGISTRATION INFORMATION

1. To qualify for the Preschool the child must be 3 years, 0 months on or before March 1st.
 - a. Students must be potty trained as of September 1, 2011. If they are not potty trained at registration, the parent can register anyway, but will be contacted in early August to evaluate progress.
 - b. Students registering for 3 days/week will receive priority over students registering for only 2 day/week. If the class fills with students requesting 3 days/week, the 2 day/week students will be placed on the waitlist.

5-YEAR-OLD CLASS REGISTRATION INFORMATION

1. To automatically qualify for the 5-year-old class, the child must be 5 years, 0 months on or before September 1st.
 - a. As of August 1, all students registered in Preschool with a September birthday, **who have had prior preschool experience**, will be asked to fill the remaining slots in the 5-year-old class. After that, October birthdays (in chronological order), **with prior preschool experience**, are then asked to fill remaining slots.
 - b. Students registering for 3 days/week will receive priority over students registering for only 2 day/week. If the class fills with students requesting 3 days/week, the 2 day/week students will be placed on the waitlist.

HALF YEAR STUDENTS

1. Students registering for first semester only (Sept-Dec) may register after August 1, 2011.
 - a. No registration fee will be collected at registration for a half-year student; we will contact you if a spot becomes available. Registration fees will be collected at that time.
2. Students registering for second semester (Jan-May) may register during the December Registration period (or after) of the current school year.
 - a. No registration fee will be collected at registration for a second semester half-year student, we will contact you if a spot becomes available in December or after. Registration fees will be collected at that time.
 - b. Students registering for 3 days/week will receive priority over students registering for only 2 day/week. If the class fills with students requesting 3 days/week, the 2 day/week students will be placed on the waitlist.