

September 29, 2009



Dear Timothy Community and Prospective Timothy Family,

In order to better serve you, the administration of the school developed a new registration process for both Preschool and Kindergarten last year. The new process served us well and will be used again this year.

- We will have an **open registration** process beginning November 9 and ending on February 5, 2010. To register, pick up a registration packet in the office. A copy of your child's birth certificate and a \$50 (or \$100 registration fee for Preschool) must accompany your completed registration form.
- A joint **Preschool / Kindergarten Information** evening will be held on **January 26, 2010** to acquaint you with our programs, curriculum, and teachers. This event will also help you determine the best choice (a.m., p.m., full day for kindergarten and a.m., p.m., MWF, TTH for preschool) for your child.
- At the conclusion of the open registration period (February 5, 2010) we will determine our **class lists** for the different sections and inform parents of their child's placement on February 12 (for preschool) or April 23 (for kindergarten).
- **Priority placement** for preschool and kindergarten will be given to families with children already enrolled in Timothy's P-12 program, and families from our supporting churches.
- If a section of kindergarten or preschool is oversubscribed, we will conduct a **random selection** of all interested families (based on the priority system outlined above) to determine who will be enrolled in the different sections. Individuals not selected in this process will receive their next available choice.

We are committed to making the process work smoothly to serve families effectively and efficiently. If you have any questions, please feel free to contact any of us by phone or email.

Thank you for your interest in Christ-centered education at Timothy.

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Director of Marketing

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