

Arcola Christian Preschool

A Ministry of Arcola United Methodist Church
24757 Arcola Mills Drive, Dulles, VA 20166
703-327-7878 x222

Registration Lottery Information 2024-2025

Registration for the 2024-2025 school year will begin on January 8, 2024. Information and forms are available on the church website (www.ArcolaChurch.org). Please read this entire document for complete information.

We will begin accepting applications for registration on **January 8, 2024**. To be considered for placement, applications must be **received** by **noon** on **February 8, 2024**. (We are not responsible for delays in mail service.)

Acceptance into the preschool is based on a lottery system. There will be a lottery for each of the following groups, in this order of consideration:

- Currently enrolled students
- Siblings of currently enrolled students
- Siblings of alumni
- Children of active board members and church staff
- Children of actively involved members of Arcola United Methodist Church
- General Public

Registration forms may be mailed to the church, to the attention of the Preschool Director, or placed in the drop box in front of the Worship Center/Preschool doors between 7am-1pm, Monday- Friday.

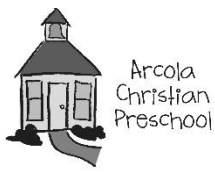
A registration fee of \$149.00, in the form of a check made out to Arcola Christian Preschool, must be included with the registration form or paid [online](#) by the registration deadline. This fee is non-refundable if your child receives placement in **any of your choices. If a child does not receive a placement, the registration fee will be returned. However, those children will automatically be placed on a wait list unless parents notify the Director, in writing or through email, that they do not wish to continue the process. In the event a space becomes available, parents will be contacted and given 48 hours to notify the Preschool Director of their decision and pay the \$149 registration fee.**

All children, whose registrations arrive after noon on February 8, 2024, will be placed on a first-come, first-serve basis if spaces are available or placed on a wait list until all timely registrations are processed.

The Lottery Process

1. As registrations are received, they will be grouped in the categories listed above.
2. Registration forms will be drawn randomly within the first group, and children will be placed in a class based on the preference indicated on the registration form. If the first choice is not available, the student will be placed in the second choice and put on the wait list for the first choice.
3. After the first group is placed, we will go through the same process for each of the remaining groups in the order they are listed above.
4. Registrants will be notified by e-mail of acceptance on or before **February 16, 2024**.
5. Children will automatically be placed on the wait list unless parents notify the Director, in writing or through email, that they do not wish to continue the process.
6. **We will continue to place students who apply after the deadline on a first-come, first-serve basis until all slots are full or add them to the waiting list.**

Although we will do our best to accommodate preferences in class placement, we must consider the boy/girl ratio in each class, as well as the need to place siblings in school on the same days.



2024-2025 CLASS SCHEDULE OPTIONS

All classes meet from 9:30 am – 12:15 pm.

(Optional Lunch Bunch available until 1:30pm, for enrolled students 1-2 days/week.)

Arcola Christian Preschool reserves the right to alter the class schedule based on enrollment demands or restrictions due to the ongoing pandemic.

2 ½ year olds (must be 2 by March 31, 2024) have the following options:

- Tuesday and Thursday
- Wednesday and Friday

3 year olds (must be 3 by September 30, 2024) have the following options:

- Tuesday and Thursday
- Wednesday and Friday
- Monday/Tuesday/Thursday
- Monday/Wednesday/Friday

4/5 year olds (must be 4 by September 30, 2024) have the following options:

- Monday/Wednesday/Friday
- Monday/Tuesday/Thursday
- Monday through Thursday (Priority for this 4-day class will be current students who need an extra year of preschool and then those who will be 5 before January 1, 2025.)
- Monday – Friday (Priority for this 4-day class will be current students who need an extra year of preschool and then those who will be 5 before January 1, 2025.)

FEE SCHEDULE

A **REGISTRATION FEE** of \$149.00 must accompany each registration form. The registration fee is non-refundable if your child is offered placement in our program so make sure to only mark those classes you are willing to accept.

TUITION for the 2024-2025 school year at Arcola Christian Preschool is listed below. Tuition is to be paid in nine equal installments. The first tuition payment is due May 1, 2024. This is a deposit that indicates your commitment to attend Arcola Christian Preschool and will be credited as the May 2025 payment. The remainder of the payments are to be made by the first of each month, August through March, and are applied to the following month's fees.

To ensure we receive timely payments, **we ask that all families make their tuition payments through our [online payment page](#) using an electronic fund transfer** or use bill pay through your bank allowing at least 7 days for processing and delivery. If this presents a problem for your family, please talk with our Director.

Monthly Tuition – 9 equal installments

Two-day classes	\$260
Three-day classes	\$320
Four-day class	\$390
Five-day class	\$470

Lunch Bunch – Offered on select days each month

Each Lunch Bunch Session - \$25

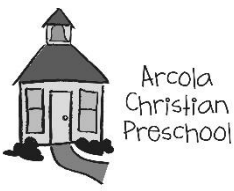
Information sessions and Tours of our facility will be offered at 1:30pm on the following days:

Thursday, January 11
Wednesday, January 31

Tuesday, January 16
Monday, February 5

Thursday, January 25

Please sign-up to reserve your spot on this link: <https://forms.gle/4ZTARj9hyWDtyF6h6>



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Check one:

- Current Student
- Sibling of Current Student
- Sibling of Alumni
- Child of ACP Board Member or Church staff
- Actively involved member at Arcola UMC
- General Public

2024-2025 REGISTRATION FORM

Child's Name: _____ Date of Birth: ___ / ___ / _____ Sex: _____
Last First

Prefers to be called: _____

Class for which you would like to enroll your child (please mark your choices in order of preference: 1st, 2nd, etc.). Do not choose a class you are unwilling to accept.

Arcola Christian Preschool reserves the right to alter the class schedule as listed below based on enrollment demands.

2 ½ year-old (must be turning 2 by March 31, 2024)	3-Year-Old Classes (must be 3 years old by Sept. 30, 2024)	4/5-Year-Old Classes (must be 4 years old by Sept. 30, 2024)
<input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Wednesday/Friday	<input type="checkbox"/> Tuesday/Thursday <input type="checkbox"/> Wednesday/Friday <input type="checkbox"/> Monday/Tuesday/Thursday <input type="checkbox"/> Monday/Wednesday/Friday	<input type="checkbox"/> Monday/Tuesday/Thursday <input type="checkbox"/> Monday/Wednesday/Friday <input type="checkbox"/> Monday-Thursday (4 days) <input type="checkbox"/> Monday – Friday (5 days)

Name of Parent/Guardian 1 (Father): _____

Name of Parent/Guardian 2 (Mother): _____

Address: _____
Street City State Zip

E-mail Address (Primary method of communication!): _____

Phone Number: _____

*If the class in which you wish to enroll your child is full, your child will be put on the wait list unless you notify the Director, in writing, that you do not wish to continue the process.

SPECIAL NEEDS:

Are there any areas where your child needs special support/services? **(Please do not request teachers or classmates.)**

*We feel it is important for our teachers to spend all their time with the children in the classroom. Therefore, it is our policy that all children be fully potty-trained before starting school. (2 ½ year-olds must be actively working on training even if not completely trained.)

*A non-refundable registration fee of \$149.00 is due upon admission to our program. Checks should be made out to Arcola Christian Preschool. The first tuition payment acts as a deposit and is due May 1, 2024. The next tuition payment is due August 1 and monthly thereafter through March 1, 2025.

*Virginia State Law requires us to view your child's birth certificate before admitting him/her to the preschool.

*Arcola Christian Preschool admits students of any race, color, and national or ethnic origin.

Signature of Parent Date

FOR OFFICE USE: Date received _____ Check # _____ Acceptance sent _____ Check returned _____