



15640 Hampton Park Drive
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Office 804-639-5411
January 2, 2012

Registration Information

Our registration for the 2012-2013 school year will begin on January 9, 2012. The registration packet will consist of this information sheet, the registration form, and a class and fee schedule for the 2012-2013 school year.

We will collect closed priority registration forms between January 9th and January 20th. We will collect open community registration forms between January 23rd and February 3rd.

We will begin accepting registration forms for the priority groups of students on January 9, 2012. The priority groups, in order of selection, are as follows:

1. Children of WUMP staff and children of WUMC staff
2. Currently enrolled children
3. Siblings of currently enrolled students
4. Children of Woodlake United Methodist Church members, not currently enrolled.
5. Siblings of WUMP alumni

We will continue to take registrations indefinitely, but only those registrations received by 2:00 p.m. on January 20th will be considered timely. On the morning of January 23rd, we will begin the selection process.

The Selection Process

A registration fee of \$85.00, per family, must accompany each registration form.

On the morning of January 23rd we will begin the selection process. All registrations received timely (by 2:00 p.m. on Jan. 20th) will be placed according to their ranking in the priority list above. All registration forms will be given a lottery number. Forms will be randomly selected and children will be placed in a class based on the preference indicated on the registration form. If the class is over subscribed, we will then look at the second preference indicated and place the child on the wait list for their first choice. We will do the same for each preference indicated. Once the first group is processed, we will follow the same procedure for each of the remaining groups. Since teacher schedules may change from year to year, we suggest that you select the days and times that are best for you.

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.

The results of the priority registration process will be distributed before the open lottery results for the community. We will send home a letter with your child's placement. In addition, if your child has been placed on the wait list for your first choice, you will receive notification of your number on that list (#1, #3, #10, etc.)

We expect to have spaces for all currently enrolled children for the 2012-2013 school year; however, it may not be your first choice.

After the priority registration has been concluded and children have been placed, we will conduct an open registration for the community from January 23rd through February 3rd. **All registration forms which are received by February 3rd at 2:00 p.m. will be considered timely.** On the morning of February 6th we will begin the selection process and will follow the same procedure as above, assigning each registration form a number. The forms will be randomly selected and children placed in available spots. Any child not enrolled at this time has the option of being placed on the wait list.

Priority registrations received after the January 20th deadline will be handled on a first come, first serve basis until the closing of the open registration on February 3rd. All registrations received after the community lottery selection process will be considered on a first come first serve basis.

The registration fee is non-refundable **IF** your child is offered a placement in Woodlake United Methodist Preschool. Therefore, we suggest that you limit your choices to those classes that you are willing to accept. If your child is not offered a placement in the preschool, but is placed on the wait list, your registration fee will be returned.

We thank you for your interest in WUMP. If you have any questions or concerns, please do not hesitate to contact us at 804-639-5411 or via email at lsnidow@woodlakeumc.org.