Good Shepherd Lutheran Church Preschool

7000 Creedmoor Road
Raleigh, NC 27613
(919)846-5060 or preschool@gslchurch.org

Registration Procedures
2010 – 2011 School Year

Key Dates

- Friday, January 15th
  - Application for Enrollment, Fees, Tuition Draft Form, Parent Permission Form, Signature Page Form must be submitted to/receive by the Preschool
- Monday, January 18th – Thursday, January 21st
  - Preschool staff will process applications & contact parents with any questions / omissions
  - Priority will be given as follows: currently enrolled children, siblings of currently enrolled children, GSLC church members' children, general public
    - We will randomly draw envelopes in each category to ensure fairness
- Friday, January 22nd
  - Preschool staff will mail (or provide in child's backpack) a Confirmation of Enrollment Form to parents

    --OR--
  - Preschool staff will contact those placed on a waitlist and your fees will be returned

Parents

1. Go to www.gslchurch.org/preschool website and access Forms;
2. Complete the Application for Enrollment form for *each child*. You may complete this form in adobe acrobat by typing your information in the highlighted fields;
3. Complete the Tuition Draft Form (you may complete one form for your family if there is more than one child enrolling);
4. Complete the Parent Permission Form;
5. Read the 2010-2011 GSLP Policies & Guidelines and complete the Signature Page Form;
6. Please review the requirements for the Medical Form, and ensure that this form is submitted to the Preschool PRIOR to the first day of school, August 30th, 2010;
7. Fees:
   a. Registration: This fee, equal to one-month's tuition, is NON-REFUNDABLE unless you move out of the Raleigh area prior to August 1st, 2010. This fee pays for classroom materials, teacher education, classroom maintenance, and playground upkeep and equipment. If enrolling 2 or more children in the program, you may pay 50% of this fee when registering and the remaining 50% by *NO LATER THAN* March 5th, 2010 (please see the 2010-2011 GSLP Policies & Procedures for full details).
   b. Trans-K Fee: This fee of $20.00 is for supplies for the Trans-K class and is NON-REFUNDABLE.
8. Place the completed forms (items 2-5 above) in an envelope, along with the fees as outlined in item 7 above, and place in the designated basket at the Preschool. Mark the outside of the envelope with '2010-2011 Registration.' You may also mail the forms to the Preschool. Please mark them with ATTN: Registration Forms.