

January 2010

Dear Parents,

Registration for the 2010–2011 school year at Trinity Presbyterian Preschool begins in February. Below is our registration schedule. To ensure that your student is enrolled in your 1<sup>st</sup> or 2<sup>nd</sup> choice class we encourage you to return your completed registration form and \$75 registration fee *prior* to the registration dates listed below. Classes fill quickly, if your child cannot be placed you will be notified by phone within 24 hours of processing the registration application. Acceptance letters for all enrolled students will be sent to parents within 48 hours of the registration date.

**February 10      Current Student & Sibling Registration**

The registration form & fee should be returned in an envelope, marked “Registration” and pinned to the outside of your student’s tote bag *prior* to Feb 10.

**February 12      Church Member & Alumni Registration**

The registration form & fee should be mailed to the preschool office *prior* to Friday, Feb. 12.

**February 17      New Student Lottery Registration**

Registration form & fee should be mailed to the preschool office *prior* to the lottery drawing on Wednesday, Feb. 17.

Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> class choices on the registration form. Children registered in their 2<sup>nd</sup> choice class will be placed on the waiting list for their 1<sup>st</sup> choice class in case of an opening in the future. The lottery process takes several hours to complete; it is not necessary for parents to be present for the drawing.

At Trinity Preschool we consider registration to be an ongoing process. We will work with you during the coming months to see that all children are given the best opportunity to attend Trinity Preschool. If you need additional information or registration forms please call the school office (703-437-1080).

Sincerely,

Gillian Benson  
Director