



## 2010 – 2011 Registration Procedures

This year, registration periods will be broken down into three groups: Current Students, Church Members and General Public. Following are the registration procedures for each group.

### Current Students

- ✓ Registration for currently enrolled students begins Monday, January 11, 2010. **(Nothing will be accepted before 9:30 a.m. on Monday, January 12<sup>th</sup>).**
- ✓ A registration form must be completed and submitted with the corresponding registration fee to reserve a space in the 2010-2011 classes. (Please note: registration fees are non-refundable except in the event a class is cancelled due to lack of enrollment by July 1<sup>st</sup>.)
- ✓ Registration fees and forms can ONLY be submitted in the following ways: (1) at the Registration table in the CrossRoad Church lobby from 9:30 a.m.--10:15 a.m. on Monday and Tuesday, January 11<sup>th</sup> and 12<sup>th</sup> (Please park in the West parking lot and enter through the security door) (2) by mail or (3) by placing form in the Registration box in the preschool office. **I cannot accept any registration information at morning drop-off or in the hallways.** This is to ensure your information and/or money is not lost.

### CrossRoad Members

- ✓ Registration for CrossRoad Church members begins on Tuesday, January 19, 2010.
- ✓ A registration form must be completed and submitted with the corresponding application fee (\$10). Upon notification that a space is available for your child, the remainder of the registration fee (\$115) will be required to reserve a space in the 2010-2011 classes. (Please note: registration fees are non-refundable except in the event a class is canceled due to lack of enrollment by July 1<sup>st</sup>.)
- ✓ Registration fees and forms can ONLY be submitted in the following ways: (1) by mail or (2) by placing form in the Registration box in the preschool office on Tuesday through Thursday only (School is closed on Monday, January 18<sup>th</sup> and Friday, January 22<sup>nd</sup>.)

### General/Open Registration

- ✓ Open registration for the general public begins on Monday, January 25, 2010.
- ✓ A registration form must be completed and submitted with the corresponding registration fee to reserve a space in the 2010-2011 classes. (Please note: registration fees are non-refundable except in the event a class is canceled due to lack of enrollment by July 1<sup>st</sup>.)
- ✓ Registration fees and forms can ONLY be submitted in the following ways: (1) by mail or (2) by placing form in the Registration box in the preschool office. **I cannot accept any registration information at morning drop-off or in the hallways.** This is to ensure your information and/or money is not lost.

Voluntary Prekindergarten (VPK) students also must be registered with the Duval Early Learning Coalition. The coalition begins registration for the state-funded program on February 1st. For details and more information from them, please call the coalition office at (904) 208-2040 or visit their website at [www.elcofduval.org](http://www.elcofduval.org).

Please call Sandy Dukelow, Director, at (904) 493-1234 or e-mail [kingdomkids@crcumc.org](mailto:kingdomkids@crcumc.org) if you have questions or need additional information. We look forward to having your child for another exciting year at Kingdom Kids Preschool!