

# Enrollment Procedure for 2025-2026 School Year

Enrollment for the 2025-2026 school year will take place in February. To request enrollment, parents must submit a completed enrollment form and the \$160.00 registration fee.

Enrollment takes place in three phases, as follows:

## Phase 1 – Currently Enrolled Families

The children currently enrolled in our 2- and 3-year-old classes receive priority consideration for the following year.

The week of February 3rd-7th is dedicated to currently enrolled families. Parents may bring their registration forms and fees to the church office any time that week in order to receive priority consideration. If parents mail these materials to the church, they must arrive by Friday, February 7<sup>th</sup>, to receive priority consideration.

We have enough space available in our 3- and 4-year-old classes to provide for all currently enrolled students, so it is not necessary to rush to be “first in line” to secure a spot. However, we must have your registration materials in hand by Friday, February 7<sup>th</sup>, in order to process your child’s enrollment in this first group.

## Phase 2 – Church Members and “Alumni” Families

Members of Moyock Baptist Church, whose children are not currently enrolled, siblings of currently enrolled students, and families who had children enrolled in previous years, receive priority consideration during the week of February 10th- 14th.

These enrollments will be processed on a “first-come, first-served” basis. We would expect to have plenty of spaces available in the 3-year-old classes, but only a few in the 4-year-old classes.

Parents may submit the enrollment forms and registration fees for their children beginning on Monday, February 5<sup>th</sup>, but these enrollment requests will not be processed until Monday, February 10<sup>th</sup>.

Enrollment materials must be received in the church office by Friday, February 14<sup>th</sup>, in order to receive priority consideration in this phase.

## Phase 3 – Open Enrollment

All remaining space in the preschool will be available to the general public, and will be processed by lottery on the afternoon of Thursday, February 20<sup>th</sup>.

Enrollment forms and registration fees can be dropped off at any time, from Monday, February 3<sup>rd</sup>, to 11:00am on Thursday, February 20<sup>th</sup>. Parents wishing to enroll two or more children should place the registration forms for all children in a single envelope.

We will hold these materials until Thursday, February 20<sup>th</sup> at 11:00am, at which time, we will process them based on a random draw. If space is available when a given child’s registration form is selected in the draw, the registration fee will be deposited. If space is not available, the registration fee will be returned, and the child’s name will be placed on our waiting list.

Registrations received after March 1<sup>st</sup> will be processed on a “first-come, first-served” basis, and the child will be enrolled if space is still available.