

West Side Preschool Registration Information For the 2012-2013 School Year

PUBLIC REGISTRATION begins Monday, March 5, 2012 at 9:00 AM

HOW TO REGISTER: On *Monday morning, March 5*, registration will take place in the Narthex of West Side Church, in the North building. This is the church building that our preschool program is in. **We will use a number system to register that morning.** *If you want the best choice of classes, you will want to register your child during this morning of registration, if possible.* **After Monday morning, March 5**, registration will take place in the Preschool office, on a first come, first served basis until classes are filled.

- **On Monday morning, March 5**, the Preschool doors of this building will be **unlocked at 7:00 am** and numbers will be available beginning at that time. You may come early and pick up a number and leave. You need to pick up one number for each child you are registering.
- **EACH FAMILY** needs to send their own representative to pick up a number(s) and register if they choose to register on Monday morning, March 5. It can be you, a friend or family member. The representative may only pick up a number(s) and register for one family.
- We will **begin calling numbers at 9:00 a.m.** and you need to be present when your number is called in order to register.
- When you come to register, please have a **completed registration form** (*filled out on both sides and signed*). We do not need a birth certificate, immunization records, or any other records *for registration*.
- A **\$70.00 nonrefundable registration fee** is due at the time of registration. Additional children in the same family may register for \$50 each. **Checks** are made out to **West Side Preschool**.
- Pre-K and morning 3/4 classes fill quickly. If someone other than yourself is registering your child for you, be sure to give him/her your *second and third choice of classes*, just in case your first choice is already filled. If you are registered for your second choice, make sure that your name is added to the **waiting list** for your first choice. There *will be* changes over the summer and *waiting lists often work!*
- As you consider what class to register your child for next year, **please feel free to stop in and take a look at classes in session. We welcome visitors!** You may call the preschool office to arrange a time (946-4656). When you arrive, stop first in the preschool office so that we can answer questions and direct you.

If you have any questions, call Patty Grandy or Ann Campbell, Co-Directors, at the school office (509) 946-4656 or come by in person (615 Wright Ave., Richland, WA 99352)

All of our classes are co-op with a strong philosophy of nurturing the whole child through play-based, hands on learning. We are building a foundation for a lifetime of learning.

We appreciate your interest in our program!