

January 17, 2024

Dear Parents,

Thank you for considering Central College Preschool for your child’s Preschool experience! We appreciate the trust that you are placing in our program. We have a long history of over 50 years serving young children and their families. We are now enrolling for the 2024-2025 school year.

With the new year comes a change in the application process. We are now going to an on-line application process, administered through FACTS. Families with an elementary student are familiar with FACTS. To access the on-line application go to the school website at www.ourcccs.org. Choose the Preschool drop down menu and select Enrollment. Then select Preschool Application. You will first be prompted to set up an account by clicking on the “Create an Account” link. Once your account is set up you will be able to open up a new application and complete all the necessary forms. After you complete all the application, you will be asked to pay the \$75 application fee (non-refundable) prior to being able to submit your application. For families with more than one child, the application fee is \$35 for each additional child. When you pay the application fee, there will be an additional one-time processing fee of \$22 that is charged by FACTS.

During the application process you will be asked to mark the priority group (A1, A2, A3, B or C) that applies to your child. Church membership and alumni will be verified. You will also be asked to give your 1st, 2nd and 3rd choice for class placement. Once we receive your application, every attempt will be made to place your child in your first choice. If you do not get into your first choice, you will be automatically placed on the waiting list for your first choice. We will contact you if space becomes available. With family changes between February and August, you could quite possibly end up with your first choice.

Group A1	<ul style="list-style-type: none"> 2023-2024 Currently Enrolled children AND Siblings AND Central College Church Members (Parents or Grandparents)
Group A2	<ul style="list-style-type: none"> 2023-2024 Currently Enrolled Children & Siblings AND/OR Children currently in our <i>Full Day Preschool</i> AND/OR New families wanting <i>Full Day Preschool</i>
Group A3	<ul style="list-style-type: none"> Central College Church Members (Parents or Grandparents)
Group B	<ul style="list-style-type: none"> Siblings of Alumni
Group C	<ul style="list-style-type: none"> Open – Those not in Groups A or B

All groups are due by February 12th, 2024, by 3:00pm in order to be included in the lottery.

The lottery process is efficiently and fairly administered. As applications are received, they will be numbered in the order in which they are received. During the lottery, numbers will be randomly drawn. Once all numbers have been drawn, applications are placed into first choices until classes are full. Once a class is full, applications are then placed into their second choice or possibly their third. Priority group status and birthdates are verified. Any applications received after the February 12th deadline will be placed into classes based on space availability.

(over)



In an effort to offer needed flexibility to parents, we will again offer **Extended Day Options** for an additional fee over and above Preschool tuition. Space is limited in these extended programs. If you need the Extended Programs on a regular basis, you will need to register now along with your Preschool class. Sign up will begin in July for occasional use.

The Extended Day Options

Before Care – 7:30a.m.-9:00 a.m. Children may arrive beginning at 7:30 a.m. The child’s classroom teacher will pick them up and bring them to class by 9:00.

Lunch Bunch -- 11:30 a.m.-12:30 p.m. Children may stay after morning Preschool or arrive early for afternoon Preschool. From 11:30-12:30 children will eat their peanut/tree nut free lunches brought from home. Milk or water will be provided. They will have some free play time until parents arrive or until they go to afternoon Preschool.

Stay and Play – 11:30 a.m.-3:00 p.m. Children may stay after morning Preschool to have: a peanut/tree nut free lunch brought from home, a brief quiet time, snack, and enriching/stimulating activities until dismissal at 3:00. Milk or water will be provided for lunch.

After Care – 3:00 p.m.-5:30 p.m. Children may stay for 2 ½ hours when Preschool or Stay & Play ends at 3:00. Many fun activities are provided.

Full Day Preschool – 7:30 a.m.-5:30 p.m. Children may arrive beginning at 7:30 am and stay until 5:30 pm. Children will eat their peanut/tree nut free lunches brought from home. Milk or water will be provided. Five day and part week options will be available.

- Parents will receive written confirmation of their child’s placement for all programs by **March 12th, 2024**.
- Based upon enrollment, Central College Preschool reserves the right to cancel a class or extended session or adjust a child’s classroom placement.
- The first (of 10) tuition payment is due by the end of day (5:00pm) **April 5, 2024** in order to reserve your child’s placement for the 2024-2025 school year. Yearly tuition is divided into 10 equal payments. The 9 additional payments are due monthly beginning September 1, 2024. Full Day parents can make payments monthly or bi-monthly.
- The first payment is refunded if your child attends Kindergarten or if you move out of town. If no payment is paid, your child’s place will be forfeited and offered to those on the waiting list.
- Once your application has been accepted and your child placed into a class you will receive an email through FACTS prompting you to complete some additional enrollment forms.
- If your plans change before August and your child will not be enrolling, please inform the Preschool as soon as possible. This allows us to place children who may be on the waiting list.

If you are new to the Preschool, we look forward to welcoming you and your child to our Central College Preschool Family! If you are currently enrolled, we look forward to your return! Please don’t hesitate to call us at 614-794-1123 if you have questions. Until then, enjoy your winter days.

Hope Sattler, Director

Stacy Cochran, Assistant Director

