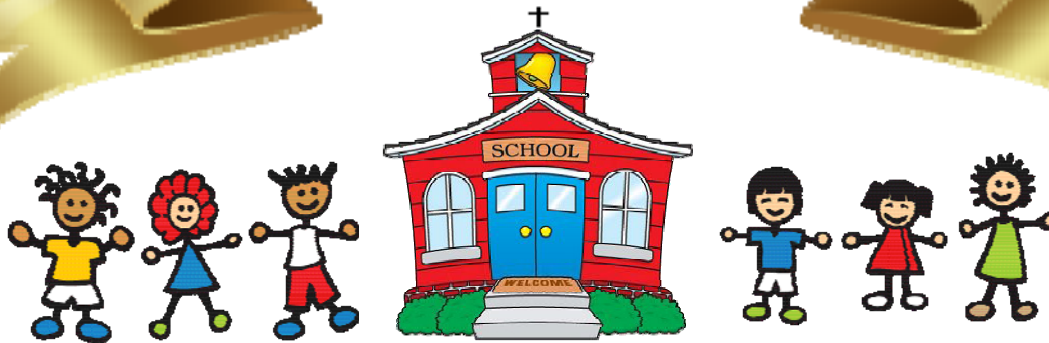


**Celebrating 20 Years in Ashburn!**



## **HOPE Preschool Registration FAQ's**

### **WHEN DO I REGISTER MY CHILD?**

- If your child is **CURRENTLY ENROLLED** and will be returning to HOPE Preschool for the 2012-2013 school year, you will register on **Wednesday, February 15, 2012** from **9–11:00 a.m.** in Fellowship Hall. This includes “Gift of Timers” (children who are eligible to attend Kindergarten but elect to attend HOPE an additional year).
- If your child is currently enrolled and has a **SIBLING** who will attend for the 2012-2013 school year, you will register on **Wednesday, February 15, 2012** from **9–11:00 a.m.** in Fellowship Hall.
- If you do not have any children currently enrolled at HOPE, but have had other children attend HOPE in the past, you are considered **ALUMNI**, and you will register on **Wednesday, February 15, 2012** from **9–11:00 a.m.** in Fellowship Hall.
- If you have had no prior affiliation with HOPE, then you are considered **PUBLIC**. You will receive a phone call in February letting you know what we have available after registration for our current families and alumni takes place.

### **WHAT IF I CAN'T BE THERE IN PERSON?**

- If you know you will not be able to attend, please see someone in the office for further instructions.

## WHAT HAPPENS AT REGISTRATION IN FELLOWSHIP HALL?

- Families will form a line using Entrance 1 (the church end). While you are waiting for your turn to draw a lottery number, you will be asked to fill out a registration form for each child you wish to register. There is a non-refundable \$125 registration fee per child. All payments must be made by check made payable to: HOPE Preschool. Unfortunately we cannot accept cash or credit cards.
- You will then draw a number (or letter if you are a “gift of timer”). Since registration is done lottery-style, there is no advantage to being first in line . . . the first person may draw the highest number! Also, not all numbers get picked. “Gift of Timers” will draw letters instead of numbers.
- Once you have filled out your form, submitted a birth certificate (if we do not have one on file), paid your registration fee, and drawn a lottery number, you are done. **All children new to HOPE Preschool MUST present a birth certificate at the time of registration in order to draw a lottery number.**

## HOW ARE CLASSES FILLED?

- Forms are placed in numerical order. Class placements are filled in the following order:
  1. Staff children
  2. “Gift of Timers” – children who are eligible to attend kindergarten but elect to attend HOPE another year. They will draw letters instead of numbers
  3. Currently enrolled students who are returning
  4. Siblings of currently enrolled students
  5. Alumni students
  6. Public (families who have had no prior affiliation with HOPE)  
Historically, more than half of our spots are filled with families who have no prior affiliation with HOPE!

## WHAT IF I MISSED REGISTRATION IN FELLOWSHIP HALL?

- Your form will be processed in the order in which it was received after the last alumni form is processed. We begin processing forms immediately after registration. You will not draw a lottery number, but you will be placed before the “public” forms.

## HOW AND WHEN ARE REGISTRATION RESULTS ANNOUNCED FOR GIFT OF TIMERS, RETURNING STUDENTS, SIBLINGS OF CURRENT STUDENTS, AND ALUMNI?

- If you registered in Fellowship Hall, your class placement will be posted on the bulletin board in the preschool lobby on Wednesday, February 22, 2012, and will remain there for one week.

## **HOW AND WHEN ARE REGISTRATION RESULTS ANNOUNCED FOR THE PUBLIC?**

- We will begin making phone calls on February 16 and will continue until we make contact with all families who have a form on file by February 15. Please know that it takes several days (even a week or more) to complete all of the calls, so do not be nervous if you don't receive a call on the first day! A 24-hour response time is allowed before moving on to another family. If a spot is offered to you and you accept, you will need to come to the school to pay your \$125 registration fee and supply us with a copy of your child's birth certificate in order to secure your spot. Your class placement will not be posted on the bulletin board – you will already know that information when we call you!

## **IF I DON'T ACCEPT THE SPOT YOU OFFER, WHAT WILL HAPPEN TO MY FORM?**

- Your form will go back in the pile of unregistered students and will be considered if a spot becomes available for the days and time you want. Please note that we offer any vacancies that become available to families who are currently registered. Let's say Family "A" wants a 3 day morning program and is offered a 3 day afternoon program but declines the spot. Family "B" wants the same thing but accepts the spot and fills out a "Class Transfer Coupon" (see below). If a vacancy occurs in a 3 day morning program anytime up until back to school conferences begin in September, Family "B" would get priority over Family "A" because they are already a registered family. Once all of the registered families have declined the spot, we will then go back to the pile of unregistered students.

## **WHAT IF I WANT TO CHANGE MY CLASS PLACEMENT?**

- Once registration results are posted, you may request to make a change in your child's placement by filling out a "**CLASS TRANSFER COUPON**". These coupons will be available in the office from Monday, February 27, 2012 through Friday, March 2, 2012 at noon. As space becomes available, we will call to confirm you still wish to make the requested change. No changes will occur without your permission – you will not lose your initial placement! Please be aware that this process takes place throughout the summer, with spots often not becoming available until as late as August. There is no guarantee the days/time you want will become available. Also keep in mind that you are allowed only one change in class placement per child.

## **IS THERE A REGISTRATION REFUND AVAILABLE FOR GIFT OF TIMERS IF THEY GO TO KINDERGARTEN?**

- No. Unfortunately, refunds will no longer be given.

**CALL HOPE AT 703-729-4673 WITH ANY QUESTIONS**