

Belmont Heights Church Preschool

Wait List Policy

The BHUMC Preschool Advisory Board is responsible for approving registration policies and procedures. These policies and procedures ensure that the preschool staff can effectively communicate with prospective parents and students regarding potential placement at Belmont Heights Church Preschool. There is high demand by parents for their children to attend a quality-based preschool program such as Belmont Heights. Therefore, listed below are policies and procedures pertaining to the waiting list and to the process of registration.

Waiting List:

- Completion of an application to be placed on the waiting list
- Application is available on our website www.bhcpkids.com
- Children must be at least 18 months old to be placed on the wait list
- Required visitations by parents prior to final application acceptance
- \$10.00 processing fee to be submitted with application

Registration

BHCP will accept the children in the following order:

- Currently enrolled students
- Siblings of current BHCP students, siblings of former BHCP students and active members of Belmont Heights United Methodist Church.
- New Families from the waiting list
- Open Registration/Walk in Registration if space permits

The school population is always in a state of flux- the numbers can never be predicted. Availability can vary widely year to year. Some factors that must be considered for student placement include gender, date of birth, and special needs. Therefore some decision-making may take place at the director's discretion when determining student enrollment. After sibling and church member enrollment, we have had as few as 30 spaces (in the past) for new registrants. It is highly suggested that prospective parents also apply to other preschools to ensure placement. BHCP cannot guarantee am or pm programs for any families, new and or returning. Completion of an application does not guarantee placement at BHCP. The preschool director will only notify families that have been accepted into the program, it is the responsibility of the parents to notify the director of any changes to their application or should they choose to remain on the list after registration is complete.

*** Subject to change at any time***