

Otter Creek Kindergarten & Preschool Enrollment Guidelines

All applications for enrollment must be accompanied by a non-refundable \$50 application fee. They will be accepted in January (for students currently enrolled, children of staff, siblings of those currently enrolled, board members, and church members of at least one year); and in February for all other applicants of the school year prior to anticipated enrollment.

Students currently attending the preschool will have first priority for space in the next level the following year, but not necessarily on the desired days.

All applicants will be presented to the director, who will consider the following guidelines in selecting children to fill classes.

- 1) Students currently attending
- 2) Otter Creek preschool or church staff with children
- 3) Siblings - applicants with a sibling currently attending the program
- 4) Otter Creek members who have been members for at least one year prior to the start of the application process.
- 5) Past Siblings - applicants that are siblings but do not have a sibling currently attending.
- 6) Community applicants - admitted with out regard to race, creed, or religion

To make sure classes are balanced all applicants will be separated into boy and girl classifications. A waiting list based on the priority guidelines will be created when space is not available for all applicants. Written notification will be sent to applicants on the waiting list when space becomes available. The waiting list will be cleared each year at the end of school. Students on the waiting list, but not yet accepted to our program, must reapply. Preschool students must participate in the kindergarten application process should they wish to continue in kindergarten. They will not automatically be enrolled and/or ensured a space in the kindergarten.