



Emmanuel Lutheran Preschool  
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Vienna, VA 22181  
(703) 938-6187  
[www.elcvienna.org/preschool](http://www.elcvienna.org/preschool)  
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*"Let the little children come to me" Luke 18:16*

### REGISTRATION INFORMATION

This 2015-2016 registration packet consists of the following documents:

- Class and fee schedule (for your records)
- Registration Coversheet
- Enrollment Information form
- Emergency Contact and Authorization form

**EVERY CHILD WISHING TO ENROLL MUST HAVE HIS/HER OWN REGISTRATION FORM.** If you need additional forms, you can download them on our website or ask in the ELP office. All applications will be accepted in the office **before** Tuesday, January 27<sup>th</sup> at 12 Noon to be considered for the lottery the next day. All papers submitted after that time will be processed at the END of the lottery. Registration papers received after the lottery are processed on a first come, first served basis.

The lottery will process Priority In-House registrations first then the General Public registrations. These groups are processed in this order:

1. Children of ELP Staff, church staff & active ELP Board members
2. Teacher placement recommendations
3. Currently enrolled children & their siblings (one lottery number is assigned per family)
4. Children of members of Emmanuel Lutheran Church, not currently enrolled
5. Siblings or children of ELP alumni
6. General Public Registrations

### **The Process**

A registration fee paid by check only is \$85 for single applicants and \$70 for each additional child. Please complete a registration form for each child.

When forms are given to the office we will assign a tracking number and staple a card with that number to the form. Family applications of more than one child are assigned one number. All registrations received by 12 Noon January 27<sup>th</sup> will be sorted into groups according to the groups outlined above. A committee comprised of the Preschool Director, Program Director, and many of our ELP board members will conduct the lottery. Numbers from the first group will be placed in a basket and we'll randomly pick numbers to assign those children to classes. If the class is full, we will place the child on the wait list for the class. We fill classes based on number of applications received, boy/girl ratios, teacher recommendations, as well as the need to place siblings in school on the same days. **Every child currently enrolled in ELP (and their siblings) applying on time, will receive placement in a class for the next year.** We are not able to confirm staff at this time, just that your child has been enrolled. Staffing and class lists are finalized and published by mid-August.

Once group #1 is processed and placed in classes, we will follow the same procedure for each of the remaining groups as outlined above. We will send you a letter confirming your child's placement.

The registration fee is non-refundable and will only be returned if your child is not offered placement in Emmanuel Lutheran Preschool. Please be sure to indicate if you would like to be placed on the waitlist (see cover sheet).

Please call the Emmanuel Lutheran Preschool office at (703) 938-6187 or email us at [emmanuelpreschool@verizon.net](mailto:emmanuelpreschool@verizon.net) if you need any further information.