

## Gorham House Preschool Enrollment Process

### ***“Once I have filled out and returned the Registration and Enrollment Form, what happens next?”***

\*The enrollment process takes place at the beginning of the calendar year of the school year that you intend to have your child enrolled. (Example: If you intend to have your child begin Summer/Fall of 2021, you will be notified about enrollment by March 1<sup>st</sup> of 2021.)

**\*If space is available:** You will receive a phone call to inform you that there is an opportunity for your child to enroll and you will be offered the days that are available at that point. If your preferred schedule is not available, you will have the option to enroll for what is available or to remain on the waiting list in hopes that your ideal schedule becomes available. Please understand that if you choose not to enroll for what is available, there is a very small chance that a spot will become available before your child goes to Kindergarten.

**\*If no space is available:** You will receive a letter in the mail stating that our program is fully enrolled for the school year. Your child will remain on the waiting list for the next available spot, or until your child goes to Kindergarten. Please keep your phone number and address current while your child is on the waiting list. Please understand that the waiting list is quite long, so make sure to have a second preschool option already in place in case we are not able to enroll your child before he/she begins Kindergarten.

If you choose to take your child off the waiting list for any reason, please contact Meghan, the Program Director, at [Meghan.pomelow@gorhamhouse.com](mailto:Meghan.pomelow@gorhamhouse.com).

### ***What to expect if my child becomes enrolled:***

\*After enrollment has been confirmed, there is nothing you need to do right away.

\* You will receive a packet of information/paperwork about a month before your child's enrollment begins, for you to look over and fill out. All paperwork needs to be filled out and returned by their first day of school, including your child's immunization records.

\*Important dates will also be included in this packet, including; “Meet the Teachers Night”, “Back to School BBQ”, and a school year calendar with all dates that the program is closed.

\*If your child receives services from CDS, has additional medical needs, or your child is not yet potty trained, please reach out us so we can create a plan to make sure your child can be successful once they enter the program.

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*If at anytime you have any questions, do not hesitate to contact us!*

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