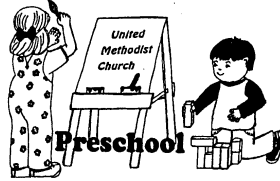


HERNDON



701 Bennett Street
Herndon, VA. 20170
preschool@herndonumc.org

703-435-5688
Fax: 703-435-3863
www.herndonumc.org

January 2010

Dear Parents:

Thank you for your interest in the Herndon United Methodist Church Preschool for the 2010-2011 school year. We have enclosed a brochure, a fee schedule insert, and an application for the 2010-2011 school year. We are excited to let you know about our expanded 2 day offering. This coming year, we will be accepting 2 ½ year old children who are potty trained. Children in this new class will need to turn 3 by March 31, 2011.

We would like to invite you to visit the preschool on January 26, 2010 at 1:30 p.m. for an Open House. This is an opportunity for prospective families to learn more about our early childhood program, visit our classrooms, and meet the staff.

Parents of current students, please feel free to contact your child’s teacher or either of us in the office if you would like to discuss your child’s placement for next year.

Registration Schedule for 2010-2011

- Thursday and Friday, January 14 and 15.....Application materials sent home with current students
- Friday, January 15We begin accepting applications
- Tuesday, January 26, 1:30.....Open House
- Friday, January 29.....All current students, siblings, and alumni applications need to be received by school closing (12:30p.m.)
- Monday, February 1.**All current students, siblings, and alumni applications will be processed.**
If more applications are received than spaces are available for any program, processing of those applications will be done by lottery*
- February 2 – February 25.....Priority registration period for HUMC members
- Thursday, February 25.....All new student applications must be received by school closing (12:30p.m.)
- Friday, February 26.....**Lottery* held for new students** (which may be sent in any time before this date)

**Lottery involves randomly selecting applications and then placing them in the appropriate classes.*

To enroll your child for the 2010-2011 preschool year, please complete the enclosed Preschool Application and return it with a \$60 application fee (check payable to “HUMC Preschool”). The application fee is not refundable once a class placement has been made. Applications can be sent by mail or delivered personally to the Preschool Office. If you have any questions please feel free to call the Preschool at 703-435-5688.

For current students not returning, please feel free to pass this along to a friend!

Sincerely,

Debby Burt, Director

Leslie Petty, Office Administrator

Kim Via, Administrative Support