

* 1. Community Registration
* Community members can turn in a completed application **Tuesday, January 7 through Thursday, January 16** during regular preschool hours (9:00 am-2:30 pm).  The deadline to turn in an application is Thursday, January 16 at 2:30 pm.  There will be a box outside of the Preschool door where you can drop off your completed application or you can scan and email it to preschool@dunwoodyumc.org. No money will be due with the application. Any application received after the deadline will automatically be placed in our waitlist pool.
* Applications will be processed within 24 hours of the application submission deadline of January 17 at 2:30pm. Priority will be given to DUMC church members. After that, *applications will be drawn randomly from the applicant pool to fill the available community openings*.
* You will be notified no later than Saturday, January 18, 2020 **via email** of your child’s placement status.
	+ - ***If your child is selected in the drawing:*** Your email will include a link to an online Enrollment Form. The completed online Enrollment Form and payment of the $125 Registration Fee is due by Wednesday, January 22 by 2:30pm. The registration fee can be dropped off at our preschool office from 9:00am-2:30pm Tuesday, January 21 or Wednesday, January 22 (please note that we will be closed Monday, January 20, 2020 in observance of MLK Jr. Day). This fee is payable by check made to Dunwoody UMC Preschool and is required to secure placement. If the online form and registration fee are not received by the deadline of January 22 at 2:30pm, your spot will be given to a child on the waitlist.
		- ***If your child is not selected in the drawing***: You will automatically be placed in our waitlist pool. Should a space become available in the coming months, we will draw an application from our waitlist pool. If your application is selected, we will be in contact with you. **Please note that all applications will be held in the wait list pool, and we do not maintain a specifically numbered waitlist.**