

REGISTRATION FOR 2016 - 2017

Registration for 2016 – 2017 requires a completed application and for new incoming families, a one-time non-refundable application fee of \$100. Applications are available in the school office November 2, 2015. Applications may be mailed or dropped off at the All Things Bright and Beautiful office from November 2, 2015 to January 15, 2016 at which time the application phase will be closed.

We will then begin building classes from the applications received. Every effort will be made to place each child in the first choice indicated and every effort made to honor each application. However, we cannot guarantee all applicants admission, nor that everyone will receive their first choice. If a request for specific placement is made it must be in writing and returned with the contract to be considered. The staff carefully considers the make-up of each class mindful of gender balance and the best placement for your child. Therefore your request is not guaranteed. Our goal is to provide the most appropriate educational experience for each student.

The children in Mommy and Me classes will be given consideration in the order of priority listed below and are not guaranteed a placement in a two year old class.

All Things Bright and Beautiful is a ministry of Church of the Holy Comforter. We strive for excellence in providing the highest quality preschool experience for the children. We are accredited by DCFS and a member of the Winnetka Alliance for Early Childhood. In complying with DCFS guidelines we are limited in the number of spaces we can provide in our school. Ideally, we want to accommodate each family's needs. Therefore, the following priorities have been established.

1. Currently enrolled students. Students in the two, three and four year old classes are the *only* applicants guaranteed placement
2. Official Members of the Parish
3. Currently enrolled families of ATB & B which will include Mommy and Me students.
4. Previously enrolled ATB & B families
5. The community at large

Beginning February 1, 2016 contracts will be mailed. A day and time different from your preference may be offered to you for placement. You then have the option to accept or reject our offer. In order to secure the placement offered, we must receive one-half the tuition by March 1, 2016. If we do not receive your deposit by March 1, 2015 we shall assume you are not enrolling and we will release the space to another applicant. After March 1, families who accepted a placement other than their first choice may receive the option of moving to their first choice should it become available. The remaining portion of the tuition will be due April 30, 2016. **All checks should be made payable to Church of the Holy Comforter.**

In the event a child is withdrawn from the program, notice must be given in writing. Refunds of tuition monies will be made on a pro-rated basis if and when his/her place in the program is filled.

Monies are available for those who wish tuition assistance. To submit a request for financial aid, please request a form from the Director and submit a letter which states: 1) the portion of the tuition you feel you can pay and 2) the reason for your request. Submit the form and your letter c/o the Director. All financial aid information and requests are kept in strictest confidence. You will receive a response as soon as possible.