

SECOND PRESBYTERIAN WEEKDAY SCHOOL Registration for 2019-20 School Year

The following outlines our policies and procedures for registration:

Class placement considerations prior to admission

At the discretion of the administration, students will be admitted to the school and placed in classes with regard to the educational needs of the classroom. To allow for diversity within the classroom consideration will be given to gender, individual needs, special needs, scholarship requests, parental requests and application date. Final class placement decisions are made by the Class Placement Committee.

Note: Consideration for inclusion of children with special needs will be made according to an established classroom quota and the school's ability to provide the appropriate resources to meet the child's needs.

Priority for School Admission

Children will be admitted to 2nd Presbyterian Weekday School according to the following categories. Categories are treated separately, not cumulatively. NOTE: A lottery for a particular class may take place, if the number of children requesting that class exceeds the number of spaces available. **THERE ARE NO GUARANTEES!** We do not take teacher or "friend" requests.

Church Members

Category #1 Child's parent(s) is a member of Second Presbyterian Church, or child's parent or grandparent is currently on staff of the church or school.

Current Patrons

Category #2 Child is currently enrolled in 2nd Presbyterian Weekday School.

Category #3 Child is not currently enrolled in 2nd Presbyterian Weekday School but is a sibling of a currently enrolled child.

Alumni

Category #4 Families with older children who attended 2nd Presbyterian Weekday School in previous years.

Category #5 Child's parent is an alumnus of 2nd Presbyterian Weekday School.

Community-at-large

Category #6 Community-at-large (new applicants to school)

Church Members, Employees and Current/Past Patrons

Children in category #1 (Church members) may register beginning November 4 during the Church's coffee hour by submitting a signed REGISTRATION FORM/CONTRACT and a non-refundable registration fee to the Weekday School Office. Children in categories #2 and #3 will receive their REGISTRATION FORM/CONTRACT the week of November 12th via their child's tote bag. The office will begin accepting the completed forms on November 26 (*not before*).

Community-at-large

Other students may apply for admission at any time beginning November 1 (date of application noted only). To do so, the parent submits an ENROLLMENT APPLICATION FORM. These will be placed in a waiting folder. All students are admitted according to the criteria set forth in the section labeled CLASS PLACEMENT (above). Parents will be notified by February 1st of the child's status. When notified of their child's eligibility, parents will be asked to submit a completed REGISTRATION FORM/CONTRACT **AND** THE NON-REFUNDABLE registration fee.