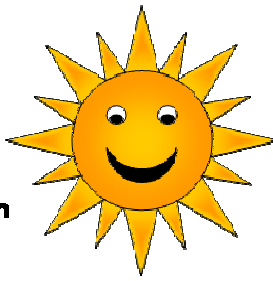


SUNSHINE

Over 30 Years of Quality Preschool Education



PRESCHOOL

www.sunshinepreschoolma.com

REGISTRATION PROCEDURE INFORMATION 2010-2011

1. All parents will receive a registration form for the 2010-2011 school year. Fill out a registration form for each child in its entirety. It is strongly advised that you give multiple session choices. If you do not give other choices and your first choice is full, we will not be able to register your child, and you may lose the opportunity as spaces continue to fill.

If you have only one session preference listed and that session is filled, we will return your money and reserve no space for your child.

2. Registration forms may be mailed, given to a classroom teacher, or put in the Sunshine mailbox located by the **front door** before the dates listed below. Please do **not** put any mail in our street mailbox.
3. To reserve a space at Sunshine Preschool, a **non-refundable registration fee** of \$400.00 must accompany your application. \$200.00 of the fee will be deducted from tuition. In addition, we will deduct \$100.00 from this fee for a second child and \$200.00 for a third and subsequent children attending Sunshine during the same school year.

The registration fee **MUST** accompany your enrollment form to guarantee your child's space until the first tuition payment is made. An envelope is provided for your registration form and check.

4. There will be two separate lotteries held:

Tuesday, December 8	present students and siblings of present students
Thursday, December 10	alumni siblings and the general public

Both lotteries take place at **noon**. All registration forms will be randomly drawn and children will be registered as they are picked from the lottery box (the envelopes will be well mixed prior to the drawing).

5. **Notification** will be sent by email for the first lottery after **December 9** and for the second lottery during the week of **December 14**.
6. After **December 11**, registration will be first come, first served.
7. For those parents applying for the **Hopkinton/Ashland Community Partnerships for Children** scholarships, your deposit and registration fee are required, but they will assist with tuition if you are accepted. Please speak with Mrs. Martin for further information about this program.