



2012-2013 Enrollment Guidelines

Welcome to Bethany Methodist Weekday School! We are excited for the new school year! Please read below for some helpful tips to guide you through the registration and enrollment process.

BMWS operates on a 12-month calendar, beginning with the first day of school on Monday, August 20, 2012. Registrants are enrolled upon a first come, first served basis. Children are placed in our program based on their age as of September 1, 2012 and must be 2 months old by this date to be eligible for enrollment.

New students are accepted year round depending on space availability.

Registration materials are available online and may be mailed to the address below or dropped off in the school office between the hours of 7:00am & 6:00pm. Only completed registration packets will be accepted.

Please make checks payable to Bethany Methodist Weekday School or BMWS.

Returning Families

Registration for existing, or returning families is held over a two-week period:

[Monday, February 6, 2012 through Friday, February 10, 2012](#)

[Monday, February 13 through Friday, February 17, 2012](#)

Existing families who register within this time frame will be guaranteed placement in our program for the 2012-2013 academic year. Returning families must submit a **completed, notarized registration packet; registration fee; supply fee; and last month's tuition deposit** to register and hold a spot.

Existing families who register after 6:00pm on Friday, Feb. 17, 2012 will be added to the secondary registration pool of community registrants. Placement is not guaranteed if registration materials are incomplete or received after this date.

Note: Family accounts must be current and free of outstanding balances at the time of registration.

New Families

Families who were not enrolled in the 2011-2012 school year are considered new, or community registrants. Registration for new families is held for one week:

[Monday, February 20, 2012 through Friday, February 24, 2012](#)

Enrollment for new families will depend upon space availability in each age group. New families must submit a **completed, notarized registration packet; registration fee; supply fee; and a current copy of the child's immunization records** to register. Once enrollment and a placement are confirmed, families will then be required to submit a **last month's tuition deposit**.

If any age group has more registrants than there are spaces available, a randomized lottery system will be used. Children who are not placed in a classroom will be waitlisted. Families who do not wish to be waitlisted will be removed from the registrant pool and all fees submitted will be returned to them.