Preschool and Academy Families,
Below are the steps, dates and deadlines for the 2018-2019 Preschool and Academy enrollment/reenrollment process. Please read the information carefully to ensure you know what date your tier of enrollment opens. Classes fill up quickly and we want you back!

All of the information needed to enroll or re-enroll is located in this email. However, **I would also like to ask that you reply to this email with your plans for next year.** This does not guarantee or hold a spot for your student, however, it does help our team with planning. Please indicate your plans and which class and days you plan to apply for first (for example "we are planning to re-enroll Sally in M,W,F Academy").

For Preschool and Academy families, there are THREE tiers which each have separate timelines for enrollment/re-enrollment. Please identify which tier your family falls into and follow the instructions accordingly. The timeframes for existing Lincoln Christian Preschool families and Lincoln Christian School families has been shortened this year so we can allow as many of the new families intending to apply the opportunity to know what spots exist earlier in the year.

*****PLEASE NOTE THE FOLLOWING SIGNIFICANT ITEMS RELATED TO THIS PROCESS*****

- **If you enroll prior to your designated timeframe, your application will be held until all applications submitted correctly are processed.**
- **Any first-time students are required to complete a two-step process: the application and the enrollment.**
- **Application and Enrollment packets open at midnight on the specified opening dates.**

TIER ONE – Existing Lincoln Christian Preschool Families – Existing students will re-enroll January 11-16 (**please select *2018-2019 Returning Students Enrollment Preschool and Academy***). If you have an existing re-enrolling PS/ACA student AND a younger sibling that will be applying for the first time, the application will be open online on January 8 and 9 (**please select *2018-2019 New Application Preschool and Academy***). If you submit an application on January 9 or 10, you will receive an email on January 11th which will prompt you to enroll. You will not be accepted until your enrollment is complete. You will have until January 16 to complete the enrollment which includes the $100 registration fee.

TIER TWO – Existing Lincoln Christian School Families – If you have an existing re-enrolling student at Lincoln Christian School AND a younger sibling that will be applying for the first time, the application for your new preschooler will be open online on January 17 and 18 (**please select *2018-2019 New Application Preschool and Academy***). If you submit an application on January 17 or 18, you will receive an email on January 22 which will prompt you to enroll. You will not be accepted until your enrollment is complete. You will have until January 30 to complete the enrollment.

TIER THREE – General Public – The application for PS/ACA classes will open to the general public on Feb 1 (**please select *2018-2019 New Application Preschool and Academy***). Following the submission of your application, you will be contacted by our Preschool Director for a family interview. Once the family interview is complete and approved, you will be sent an email prompting you to enroll. You will not be accepted, and your student's spot will not be solidified until your enrollment is complete. You will have until March 23 to complete the enrollment, however please be advised that each open slot is filled in the order enrollments are received.

As a final reminder, if you enroll prior to your designated timeframe, your application will be held until all applications submitted correctly are processed.

We are so excited about the 2018-2019 school year and are praying for God to do the even “greater things” Jesus spoke of in John 14:12 – the kinds of things only He can accomplish in and through us! If you have any questions at all, please do not hesitate to contact me for assistance.

Sincerely,
Jill Ballard
Director of Admissions and Communications
Jill.ballard@lincolnchristian.org
402-488-8888 x 228