



PO Box 58, Tolland, CT 06084  
[www.tollandcooppreschool.com](http://www.tollandcooppreschool.com)  
860-872-8883

## **Registration Procedure for New Families** **2017-2018 School Year**

1. **Registration:** Registration will open on Tuesday January 31<sup>st</sup> at 7 am, and will run until mid-night that evening. Please email your completed registration form to [cbassett44@hotmail.com](mailto:cbassett44@hotmail.com) during registration hours. The form will be available on the website or can be emailed to you at your request.
2. **Lottery:** In the event that there are more students registering than spots available in the class, each student whose registration form was submitted during the specified enrollment period will be placed into a lottery, which is a random drawing.
3. **Notification:** You will be notified by telephone whether or not your registration form was drawn during the lottery. You will be notified the following day, to confirm your child's registration status. All students not drawn, will be placed on a waiting list and contacted immediately if a spot becomes available.
4. **Deposit:** If your name is drawn, you must pay the \$50 (per child) non-refundable deposit within 48 hours of receiving the call. Payment can be sent via check or online.
5. All communications with regard to the registration process will be directed to the Membership Chairperson – Christine DeSocio. She may be reached via email at [cbassett44@hotmail.com](mailto:cbassett44@hotmail.com) or via phone 203-232-4815. If you are unable to reach Christine, you may email our teacher, Lynn Joy, at [lajoy345@att.net](mailto:lajoy345@att.net) and a member of the Executive Board will contact you as soon as possible.
6. Families being added to the waiting list after this registration procedure takes place must contact the Membership Chairperson to make plans to receive the information necessary to be added to the waiting list.