



Trietsch Enrichment Center

Preschool & Kindergarten

6101 Morriss Road
 Flower Mound, TX 75028
 972-539-6491 tmumc.org/tec

Trisha McWilliams, Director trisham@tmumc.org
Julie Hardin, Assistant Director julieh@tmumc.org

REGISTRATION

Limited space is still available in some classes for the remainder of the 2017-18 school year. Contact the TEC office to complete the registration process.

Registration for 2018 – 2019 classes will be at 9 a.m. on the following registration dates:

If your child is:	Dates: 2016	Location of forms for registration:	Registration Fee due by:
Enrolled in TEC and siblings	January 29-Feb. 8	TEC classrooms on Jan. 29th	Feb. 8
A TMUMC Member	February 9	TEC office	Feb. 16
A Graduate's Sibling	February 9	TEC Office	Feb. 16
On Waiting List (WL) & New	February 13	Sanctuary	Feb. 16

- **Currently enrolled** children in the 2-3 year old age groups are guaranteed enrollment in the same schedule for the following year...priority for changing schedule is based on church membership and then longevity in the program. Pre-K5 and Kindergarten enrollment for currently enrolled children is based on church membership date and then longevity in the program. Random drawings will be held for enrollment if number of years of longevity is equal.
- **TMUMC Member enrollment** is determined according to the date of church membership.
- **Wait List enrollment** is determined according to date the child was placed on the waiting list by completion of WL card. *If your child is on the wait list, you **MUST** attend registration on Feb. 13 to be given priority of your WL date. WL families that do not attend will be removed from the wait list after Feb. 8 and a new wait list will be made.*
- **New family enrollment** of children who have not been placed on WL prior to 2/13/18 is determined by random drawing on 2/13 at approximately 9:20 a.m. for those in attendance. Names will be placed after existing waiting list has been enrolled.

To complete registration for your child:

Step #1 Fill out registration card Complete the registration card. (For new families: be in attendance at TEC on the designated date to complete registration card). You will be notified by TEC to confirm enrollment or wait list placement.

Step #2 Pay registration fee

After you receive enrollment confirmation from TEC, pay the registration fee. This fee is due by February 8th for currently enrolled families and February 16th for new families. Once this fee is paid, enrollment confirmation will be complete.

Step #3 Complete paperwork

Print and complete the registration forms from the website at www.tmumc.org/tec All forms are due by March 29. Parent handbooks are available online. Hard copies can be picked up from the TEC office.

Non-Discriminatory Policy

Trietsch Memorial United Methodist Church weekday program for children, Trietsch Enrichment Center, admits students of any race, color national and ethnic origin to all the rights, privileges, programs and activities generally accorded to and made available to students at the school. The programs do not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, admission policies, scholarships and other school-administered programs.