

## GENERAL REGISTRATION FOR NEW FAMILIES

### Batavia Nursery School Telephone Registration Instructions

Registration will open to the general public on Saturday, February 2nd. Please note the procedure below:

- Phones will open at 9:00 a.m. for registration. Please do not call prior to that time as an early call will necessitate you being placed at the end of the list rather than the beginning!
- We will call to confirm your message some time on February 2nd and we will be able to tell you if you have received the spot you requested.
- Please call us at **630-879-9470 or 630-879-1999**. When you call, you will receive our Voice Mail. Please leave the following information:
  1. Your name
  2. Your child's name and birth date
  3. The first and second choice of class days/times
  4. The phone number where we can reach you on that day.

Once we confirm your registration by phone (we will leave a message for you if necessary), you will have **6** days to return your Application and Registration Fee. That means that we must have these materials **by Friday February 8th**. You may mail them or return them in person to the Church Office on the south side of our building. There is also a dropbox near that entrance in the event you arrive when the Church Secretary is not in.

After we receive your application, we will send you a written confirmation letter. That letter will contain information regarding other mailings you will receive from us over the course of the summer.

Thank you for your interest in Batavia Nursery School! We look forward to welcoming you into our family!

Sincerely,

Pam Foelske  
Director