

# **2020-2021 Bethel Lutheran School Registration Procedures**

## **INCOMING PRESCHOOLERS**

**All preschool registration will take place online,  
with the following schedule:**

Students that desire five full days per week\* - Thursday, February 13, 2020

\*priority will be given to our current Bethel Preschool families

Current Bethel Preschool students & siblings – Thursday, February 20, 2020

Bethel Lutheran Church members – Monday, March 2, 2020

General public – Monday, March 16, 2020

If you have any questions or problems during the registration process, please contact the school office at 309-266-6592. The office will be staffed starting at 6:00 AM on each registration day.

If you indicate during the application process that you will be applying for financial aid, an additional email with instructions will be sent to you after your application is accepted.

## **To apply for five (5) full days per week:**

- Full day programs will be available to those preschoolers that will turn at least 4 years of age prior to September 1, 2020.
- If more applications are received than spots are available, priority will be given to students that are currently attending Bethel Lutheran Preschool, in the order that applications are received. *Applications for new families may be held until we confirm enough spaces remain after returning family registration on February 20.*
- Starting at 6:00 AM on Thursday, February 13, visit our website at [www.bethellutheranschool.org](http://www.bethellutheranschool.org) for the TADS application link, which will be available both on our home page and on the Admissions page.
- Click the link, and follow the instructions carefully to fully complete your application in our TADS registration system. *\*\*Please note that by applying on this day, you are committing to attending Bethel Preschool five full days per week, Monday through Friday. If you are desiring less than five full days or any other preschool session(s), you will need to apply on February 20. All applications made prior to February 20 for sessions other than five full days per week will be deleted.*
- Registration fees may either be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) an invoice will be issued. A 3% processing fee will be charged for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that confirms your requested sessions, asks you to pick a second option, or notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete your registration.*
- Your child's teacher will reach out to you directly in early August to set up a time to meet prior to the start of our 2020-2021 preschool year.

## **Applications for Current Bethel Preschool Students and Siblings:**

- At 6:00 AM on Thursday, February 20, you will receive an email from TADS with your own personal household link to use to re-register your student(s). *It is extremely important that you verify your current information is correct within your TADS account so that you receive the email at 6:00 AM. If you aren't sure or have questions, please contact the school office at 309-266-6592 prior to February 20.*
- The link in your email will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- To apply for siblings of current students, once you are logged in to your TADS account, please click on the "Admissions" tab to start an application for the new student. You may also find the link to the application system on our website at [www.bethellutheranschool.org](http://www.bethellutheranschool.org).
- If full-day spaces remain open, check boxes will appear within the TADS application listing available afternoons. Please choose your desired morning preschool class first, and then mark the check box(es) for the afternoon(s) you would like your preschooler to attend.
- Registration fees may either be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) an invoice will be issued. A 3% processing fee will be charged for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that confirms your requested sessions, asks you to pick a second option, or notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete your registration.*
- Your child's teacher will reach out to you directly in early August to set up a time to meet prior to the start of our 2020-2021 preschool year.

## **Applications for All New Students:**

- A link to an application system will be made available on our school website ([www.bethellutheranschool.org](http://www.bethellutheranschool.org)) at 6:00 AM on Monday, March 2 for use by Bethel Church members only, and at 6:00 AM on Monday, March 16 for all other new students.
- The link will take you directly to the TADS application page. Follow the instructions carefully to fully complete your application in our TADS registration system.
- Registration fees may either be paid (1) during the process via credit/debit card or online bank payment (with routing and account number) or (2) an invoice will be issued. A 3% processing fee will be charged for each credit or debit card transaction; there is no fee if you pay using a bank account. If you wish to pay with cash or check, that must be turned in to the school office within fifteen (15) days or your registration will be deemed incomplete. *Please remember that your registration is not finalized nor your spot guaranteed until registration fees are paid.*
- Within two (2) business days, you will receive a confirmation email from TADS or a phone call from Bethel staff that confirms your requested sessions, asks you to pick a second option, or notifies you that you are on our wait list. *You MUST complete the actions requested in the confirmation email to complete your registration.*
- Your child's teacher will reach out to you directly in early August to set up a time to meet prior to the start of our 2020-2021 preschool year.