



Application and Registration Process

Application Process

Families applying to The Weekday School (WDS) are asked to complete the following:

- Tour the WDS
- Submit an application
- Submit \$50 application fee (not required for UPUMC members)

Applications may be submitted in person, by mail, or by drop box located to the left of the glass doors in the Pickwick parking lot. Payment of the application fee may be made via check (made out to WDS), MasterCard or Visa (fee applies). If you elect to email your application, you may simultaneously email it to wdsoffice@upumc.org **AND** call the WDS office at 214-361-4626 between 8:30am and 2:30pm to provide your MasterCard or Visa information.

Applications without application fees will not be processed.

All applications received by 3:00pm on January 6, 2023, will have the same value in our application process. Preference will be given to families with currently enrolled children and families who have been members of UPUMC for six months or longer.

The WDS begins contacting applicants by email and phone on January 13, 2023. Please ensure that the [contact for application](#) information (email address and phone number) listed on your application are current and correct.

Once age levels are full, applicants will be notified via email that they are on the waitlist. Applicants will remain on the waitlist through December.

Registration Process

Applicants who are offered a class option will have 24 hours to complete the following:

- Accept or decline the offer of admission
- Submit the Registration Form and Tuition & Refund Policy, if applicable
- Submit tuition payment

We encourage you to add Holly Hodges, hhodges@upumc.org, to your contacts. The WDS offer of admission will originate from this email address.

The WDS does not discriminate against children on the basis of race, color, national origin, sex, gender or ethnicity in its admission process or with regard to the rights, privileges, programs, and activities available to children at the school.