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**The Children's Garden Preschool's OUTDOOR PROGRAM**  
**Enrollment Application for 2020-2021 Preschool Year**  
**(UPDATED WITH ADJUSTMENTS AND REVISIONS DUE TO Covid-19)**

The Children's Garden Preschool is pleased to offer remaining space for enrollment during the 2020-2021 preschool year. Included is important information about the enrollment process and financial requirements for the 2020-2021 preschool year. It is important to us that every family fully understands the enrollment process and financial commitment required and we encourage you to ask any questions that you may have about this information. Please contact us in the office, if you have any questions or need additional information about enrollment.

**Open Enrollment Admissions Process (*NEW Families*)**

*The following is the open enrollment admissions process for space remaining, 2020-2021. Due to Covid-19 we have made adjustments to our calendar year, our operating hours and days, as well as the enrollment process for the outdoor program. All enrollment information from this point on, has been updated as of late August, to reflect those changes:*

**NEW FAMILIES – Meeting you and your child in the school is a requirement for admission. Here are the steps in our school's admissions process:**

1. Become familiar with our **approach**, the **FULLY outdoor program**, our **small cohort classes**, and take a few moments to get acquainted with the **admissions enrollment process**. Then call us to set up a phone consultation with the director and review the school's NEW Parental Responsibilities, Health, Illness & Safety Policies and Covid-19 Policy before scheduling a visit.
2. Visit the School/Meet with the Director – Every family comes for an **individual family visit after initial phone consultation**. Visits are scheduled in advance & socially distanced – parent and child with the director, outside on the play yard and expanded outdoor space.
3. Schedule a mini-morning visit for your child to spend about two hours with our cohort for play and activities (like a "shadow" day for us to observe your child and for him/her to have a little introduction to our school).
4. Following your visit, assuming it's the right time to enroll – submit your child's application and application fee; the school will then confirm your child's enrollment via email and you will receive an invoice for your fees.
5. Prior to the start of the school year/your child's first day, parents must complete and email the school their child's **Individual Enrollment Forms** and **Parental Responsibilities and Agreement Contract** (including Health, Illness and Safety Policies, Covid-19 Policy & Waiver).

Prospective families are invited to apply if we have space in our program for the 2020-2021 year. If all of the spaces in a class are filled, a waiting list will be started for the class. The waiting lists are established first through the order of applicants and then maintained on a first come first serve basis. Siblings of enrolled children always receive priority on waiting lists.

***Admission to The Children's Garden Preschool is open to children regardless of race, creed, color or national origin.***

**Financial Information Statement**  
**(UPDATED WITH ADJUSTMENTS AND REVISIONS DUE TO Covid-19)**

**Application fee:** The *non-refundable* one-time Application fee of \$150 per child is due when submitting the Application Form. *This fee is waived for currently enrolled families.*

**Enrollment fee:** The *non-refundable* Enrollment fee is equivalent to one month's full tuition (10% of annual) and is due no later than Thursday February 13 for in-house enrollment and upon receipt for open enrollment admissions. If this fee is not received by invoiced due date, the class space will be forfeited and made available in open enrollment and/or to waitlist families.

**Program-Supply fee:** The *non-refundable* Program fee is dedicated to your child's supplies and materials for the school year and is due May 1, 2020. The fee for the 2020-2021 year is as follows: children enrolled in the 3-mornings/wk program - \$285; children enrolled in the 5-mornings/wk program - \$310.

**Service alternative fee:** All families are required to volunteer 6 hours on a TCGP committee or pay a \$300 *non-refundable* Service Alternative fee by November 1, 2020.

**NEW Covid-19 fee:** The *non-refundable* Covid-19 fee is dedicated to special sanitizing supplies and equipment used daily at the school AND it includes a 3% charge for no-contact, streamlined electronic tuition and fee payments.

**Tuition schedule:** *Monthly tuition is paid in 9 equal installments, August 2020 - April 2021.* If your child is enrolled later in the fall (IE: starting October 1), your schedule is for the number of tuition months left in the year.

- 3 mornings/week – \$490 per month (\*discounted annual tuition of \$4189)
- 5 mornings/week – \$605 per month (\*discounted annual tuition of \$5173)

**Annual tuition discount:** A 5% discount is available for those families paying the full annual tuition by August 1, 2020 (or first day of school, if later admission). The tuition discount does not apply to the application, enrollment, program, Covid-19 or service alternative fees.

**Cancellation of Enrollment Policy**

TCG requests that any cancellation of enrollment be in received in writing and 30 days before planned final day. Failure to notify TCG as required will result in family account being invoiced for an additional month of tuition.

**Important Dates**

January 20, 2020: In-house enrollment begins

January 31, 2020: In-house enrollment application form due (& fee if Alum/PABC)

February 1, 2020: Open House Day for prospective families; applications are able to be submitted

February 3, 2020: Open Enrollment process commences (appointments for visits begin, first come first serve)

May 1, 2020: Supply fee due for 2019-2020

August 1, 2020: First tuition payment for 2020-2021 year due

August 3, 2020: First day of school, adjusted calendar, for children enrolled 5 morning/wk

August 4, 2020: First day of school, adjusted calendar, for children enrolled 3 morning/wk

September 15, 2020: Enrollment process for new families to the outdoor program begins

November 1, 2020: Service alternative fee due

November 25-30, 2020: closed for Thanksgiving break, then end of year break follows until we reopen on January 5, 2021

May 20/21, 2021: 2020-2021 Preschool year ends



**2020-2021 Enrollment Application Form**  
**(UPDATED WITH ADJUSTMENTS AND REVISIONS DUE TO Covid-19)**

Child's Name: Last \_\_\_\_\_ First \_\_\_\_\_ Nickname \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent Name/s: \_\_\_\_\_

Primary E-mail address: \_\_\_\_\_

Primary Phone number: \_\_\_\_\_

**Please complete & check off all boxes applicable to enrollment**

**In-house Enrollment (Including Alumni or PABC members)**

Indicate re-enrolling or new:   \_\_\_ **Re-enrolling applicant**   \_\_\_ **New applicant** (sibling/alumni)

**Open Enrollment applicant (Families new to the school)**

Select planned tuition payment schedule:    **Monthly**    **Annual Tuition Plan** (5% discount)

**Outdoor Cohort Classes as Small "Pods"** Due to Covid-19, we shifted and restructured class groupings, lowered our already low child:teacher ratios and designed a cohort system. As of August/September, 2020, we have ONE mixed-age cohort made up of: 2 Starlings who come Tuesday-Thursday mornings from 9:15-12:30 and 8 Robins and Owls who come Monday-Friday mornings from 8:55-12:40. These two age groups would split into two separate cohorts when we have enough children to form the two groups with two dedicated teachers to each cohort (pods). Please see age names and groupings below, going forward for this year:

- 1) ***TWO YEAR OLDS (Starlings)***. Children must be 2 years of age by September 1, 2020.
  - ❖ Tuesday/Wednesday/Thursday mornings each week, 9:15am to 12:30pm
  - ❖ Child-teacher ratio is 4:1 (max)
  
- 2) ***THREE YEAR OLDS (Robins)***. Children must be 3 years of age or older by September 1, 2020. This year, Robins are combined with: ***FOUR YEAR OLDS & FIVE YEAR OLDS (Owls)***. Pre-K Children who are 4 years old or more by November 30, 2020.
  - ❖ Monday-Friday mornings each week, 8:55am to 12:40pm
  - ❖ Child-teacher ratio is 6:1 (max)

**Parent/Guardian Agreement:** I, \_\_\_\_\_, (please print name) desire to enroll my child in The Children's Garden Preschool. I understand that if accepted, I will be responsible for paying tuition and all other fees as outlined in the TCGP Financial Information Statement. I understand that the information contained in this application form is accurate to the best of TCGP's knowledge, but that TCGP reserves the right to make program or financial adjustments, if necessary to best serve the families and program at TCGP. I understand that by paying the application, enrollment, and program fees I am reserving a place for my child at TCGP and that these fees are strictly *non-refundable*.

**Signature of parent/legal guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_