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## The Children's Garden Preschool Enrollment Application for 2021-2022 Preschool Year

The Children's Garden Preschool is pleased to offer remaining space for enrollment during the 2021-2022 preschool year. Included is important information about the enrollment process and financial requirements for the 2021-2022 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, 2021-2022, following in-house and alumni enrollment. All enrollment information in this document has been revised as of January 15, 2021 and is relevant to the 2021-2022 school year only. **In the 2021-2022 year we are moving to a 10-month school calendar year** (August to May). Our revised (for 2021-2022) operating hours and days are noted on page 3 of this document, under class descriptions.

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

1. Become familiar with our **approach to living arts education**, our integrated **outdoor program**, our **classes**, and take a few moments to get acquainted with the **admissions enrollment process**.
2. Then call us to set up a **phone consultation with the director**. Also, please review the school's Parental Responsibilities, Health, Illness & Safety Policies in the Parent section of the school's website, before scheduling a visit.
3. Visit the School – Every family comes for an **individual family visit**. Visits are scheduled in advance & socially distanced (at this time - late Winter and early Spring 2021) – parent and child with the director, outside on the play yard and expanded outdoor space.
4. Following your family visit – submit your child's application and application fee.
5. Children three and older come for a scheduled mini-morning shadow visit. This visit is for your child to spend about two hours with our cohort for play and activities (the "shadow" day is for us to observe your child and for him/her to have a little introduction to our school).
6. After the steps above and being ready to enroll, the school will then confirm your child's enrollment via email and you will receive an invoice for your additional fees.
7. 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).

Prospective families are invited to apply if we have space in our program for the 2021-2022 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 for 2021-2022**

**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 and is due 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 provided by the school for the coming year. This fee is billed in advance of the school year and due upon receipt. The fee for the 2021-2022 year is as follows: children enrolled in the 3-mornings/wk program - \$290; children enrolled in the 5-mornings/wk program - \$315.

**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, 2021.

**Tuition schedule:** *Monthly tuition is paid in 10 equal installments, July 1, 2021 - April 1, 2022.*

❖ **STARLINGS CLASS (Two Year Olds)**

3 mornings/week – \$510 per month

❖ **ROBINS & OWLS (Mixed-Age Three to Five Year Olds)**

5 mornings/week – \$670 per month

**Cancellation of Enrollment Policy:** TCG requires that any cancellation of enrollment be received in writing and 30 days before the planned final day. Failure to notify TCG as required will result in the family's account being invoiced for an additional month of tuition.

### **Important Dates for Prospective Families**

- March 1, 2021: Open Enrollment process commences (with space remaining after in-house & alumni enrollment is finished; appointments for visits begin, first come first serve)
- July 1, 2021: First tuition payment for 2021-2022 year due
- August 9, 2021: First day of school for children enrolled 5 morning/wk
- August 10, 2021: First day of school for children enrolled 3 morning/wk
- September 6, 2021: school closed for Labor Day
- October 11, 2021: school closed for Indigenous People's Day
- November 1, 2021: Service alternative fee due
- November 1-2, 2021: school closed for Teacher Workday & Fall Parent-Teacher Conference Day
- November 22-26, 2021: closed for Thanksgiving break
- December 20-31, 2021 & January 3-4, 2022: closed for Holiday Break & Teacher Workdays/Staff Development
- January 17, 2022: school closed for Martin Luther King Day
- March 21-22, 2022: school closed for Teacher Workday & Spring Parent-Teacher Conference Day
- April 4-8, 2022: school closed for Spring Break
- May 20, 2022: 2021-2022 Preschool year ends
- May 23-30, 2022: school closed for pre-summer break & Memorial Day
- May 31, 2022: 2022 Summer camp begins



### 2021-2022 Enrollment Application Form

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

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

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

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

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

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

- Currently-enrolled, In-house & Alumni Enrollment (Including PABC members)**

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

- Open Enrollment Applicant (Families new to the school)**

#### **Our Classes for 2021-2022**

TCGP's program incorporates living arts education, indoor and outdoor programming, with a nature-based curriculum. Mornings begin outside with drop-off and end outside for parent pick-up. At least 60% of the time, our children are outside. We use our play yard, expanded outdoor space and Grant Park in our program. All children are required to have seasonal outdoor gear with a personal supply list provided by the school. Please see age names and groupings below for 2021-2022:

- 1) ***TWO YEAR OLDS (Starlings)***. Children must be already 2 years of age or turning 2 during the month September, 2021. Children may be in diapers or progressing with their pottyting to be in this group.
  - ❖ Tuesday/Wednesday/Thursday mornings each week, 9:15am to 12:45pm
  - ❖ Child-teacher ratio is 5:1 (maximum)
  
- 2) ***THREE YEAR to FIVE YEAR OLDS (Mixed-Age, Owls & Robins)***. Children must be 3 years of age or older by August 31, 2021 to meet the minimum age requirement for the mixed age class. Children need to be able to initiate their own toileting needs (this group is outdoors at least half the week). This class is mostly made up of Three's (Robins) & Pre-K (Owls) age children. However, Kindergarteners whose parents wish for their 5 year old to stay an extra year are welcome to be part of the Owl group. The school has welcomed five year olds to the mixed age class for many years.
  - ❖ Monday-Friday mornings each week, 8:55am to 1pm
  - ❖ Child-teacher ratio is 7:1 (maximum)

**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: \_\_\_\_\_