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### **The Children's Garden Preschool** **Enrollment Information for 2018-2019 Preschool Year**

The Children's Garden Preschool is pleased to begin the enrollment process for the 2018-2019 preschool year. Included is important information about the enrollment process and financial requirements for the upcoming 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.

**In-house and Alumni Enrollment Process:** Enrollment for **currently enrolled families and alumni families** is held January 9, 2018 – January 26, 2018. Priority is given first to currently enrolled children, then to their siblings, and then to alumni families and PABC members in good standing. In order to participate in in-house enrollment and reserve a place for your child at The Children's Garden Preschool for 2018-2019, please complete and return the attached application form and application fee (alumni and PABC families only) no later than Friday, January 26, 2018.

**Open Enrollment Admissions (NEW Families):** We begin the open enrollment process on Saturday, January 27, 2018 on a **first come, first served basis**. After April 30, prospective applicants will be placed on a wait list and informed as spaces come available. The following is the open enrollment admissions process. **Meeting you and your child in the school is a requirement of admission.**

1. Become familiar with our program information - available on the school website.
2. Visit the school: Attend the annual Open House Day for families on January 27, come to one of our optional Prospective Parent Information Nights – there are 4 evenings to choose from in February & March and come for an individual family visit\*.
3. \*Families of **Starlings** age children: if you are not available to attend the open house *with your child*, or wish to enroll at a later time, we kindly request you come for an individual child and parent visit, made by appointment
4. \*Families of all **Robins or Owls** class age children: schedule an individual child and parent visit, made by appointment. All children in these classes have a family visit.
5. Following your visit, submit your child's application and application fee.

Prospective families are invited to submit an application as long as space remains in our program for the 2018-2019 year. All applications will be considered for enrollment in the order in which they are received and only after the in-house enrollment admissions process has been completed. 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.*

**Classroom Placement Policy:** Many factors, including child age and development, child readiness, and carefully balanced classes are considered when determining classroom placement for children. In order to achieve the best classroom environment and placement for each child - class placement is determined by The Children's Garden Preschool.

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



## **Financial Information Statement**

**Application fee:** The **non-refundable Application fee** of \$100 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 Friday, February 9 for in-house enrollment and upon receipt for open enrollment admissions. Open enrollment closes on April 30 to guarantee enrollment for the 2018-2019 preschool year. If this fee is not received by the due date, the class space will be forfeited and made available in open enrollment and/or families on the wait list.

**Supply fee:** The **non-refundable Program fee** of \$250 per child is dedicated to your child's supplies and materials and is due May 1, 2018.

**Service alternative fee:** All families are required to volunteer 6 hours on a TCGP committee or pay a \$150 **non-refundable Service Alternative fee** by November 1, 2018.

**Tuition schedule:** **Monthly tuition is paid in 9 equal installments**, August 2018-April 2019. Families enrolled in the 4 day program must pay the 4 day tuition even if the child does not attend the 4<sup>th</sup> day.

- 3 day program – \$450 per month (\*discounted annual tuition of \$3848)
- 4 day program – \$565 per month (\*discounted annual tuition of \$4831)

**\*Annual tuition discount:** A 5% discount is available for those families paying the **full** annual tuition by August 1, 2018. Please indicate monthly or annual payment on the Enrollment Application Form. The tuition discount does not apply to the application, enrollment, program, or service alternative fees.

**Garden Scholarship Fund:** The Garden Scholarship Fund is a program available to families with children enrolled at TCGP. The purpose of the Fund is to provide some financial assistance and/or flexible payment schedules to families who might otherwise not be able to enroll their children at TCGP. This Fund is a needs-based program and availability is dependent upon donations from parents, alumni, school fundraisers and outside sources. Applications for scholarship are available in the preschool office and are due at the time of application submission. TCGP families are welcome to add scholarship donations when paying their tuition.

### **\*Important Dates:**

- January 9, 2018: In-house enrollment begins
- January 26, 2018: In-house enrollment application form due (& fee if Alum/PABC)
- January 27, 2018: Open House for prospective families & Open enrollment process begins
- February 12, February 25, March 13 and March 25, 2018: Information Night and Tour for Prospective Parents 6:30pm--8pm (reservation required)
- February 9, 2018: In-house enrollment fee due
- April 30, 2018: Open enrollment ends; rolling enrollment OR wait list starts, if needed
- May 1, 2018: Supply fee due
- August 1, 2018: First tuition payment due
- September 1, 2018 - April 1, 2019: Tuition payments due
- August 28, 2018: Parent Orientation Night 6:30-8pm
- August 30, 2018: Mini-Morning Visit for the Children 9-11:30am
- September 4, 2018: Preschool year begins
- November 1, 2018: Service alternative fee due
- May 17, 2018: 2018-2019 Preschool year ends



**Enrollment Application Form**

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

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

**In-house Enrollment (Including Alumni or PABC members)**  
Please indicate re-enrolling or new student:

\_\_\_\_ Re-enrolling applicant    \_\_\_\_ New applicant (sibling or alumni)

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

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

E-mail address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Class placement:** We offer several class options. All placement decisions are determined by The Children's Garden teaching staff based on a child's age, previous preschool experience and personality. When forming our classes, careful thought is given to the class make-up as a whole, striving for a healthy balance of gender, age and temperaments.

Our youngest class (Starlings). For children who are 19 months to 2 years of age by September 1, 2018. This class has a maximum teacher child ratio of 2 to 10. This class meets three days a week on T/W/Th from 9:30 am – 1:30 pm.

Our mixed age class (Robins). For children who are at least 2 ½ to 3 years of age by September 1, 2018. \*Parents of children enrolled in the mixed age class, may choose the 4 day enrollment option if they wish, provided their child has turned three and he/she is fully bathroom independent as of September 1. The fourth day is spent as an all-day park day. The mixed age class has a maximum teacher child ratio of 2 to 14. This class meets three or four days a week on T/W/Th(/F) from 9:15 am – 1:15 pm. Please select the 3 or 4 day option:

- \_\_\_ 3 day class (T/W/Th)
- \_\_\_ 4 day class (T/W/Th/F)\*

Our older mixed age 4-day class (Owls). For ALL children who are **Pre-K** age: 4 to 5 years of age. Some 3 ½ year olds who are ready for the more developed older, mixed age class may be placed with this group. Children enrolled in the Owls class must be fully bathroom independent. This class has a maximum teacher child ratio of 2 to 14. This class meets four days a week on T/W/Th/F from 9am – 1:45 pm.

**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 legal Parent/Guardian

\_\_\_\_\_  
Date