



The Children's Garden
A Community Preschool Program

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The Children's Garden Preschool Enrollment Information **for** **2012-2013 Preschool Year**

The Children's Garden Preschool is pleased to begin the enrollment process for the 2012-2013 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 Lori, 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 December 14, 2011 – January 20, 2012. Priority is given first to currently enrolled children, then to their siblings, and then to alumni families 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 2012-2013, please complete and return the attached enrollment form and application fee (alumni families only) no later than Friday, January 20, 2012.

Open Enrollment Process: Open enrollment is available to the general public and begins Saturday, January 21 and ends Monday, February 6. Families are invited to submit an application anytime between January 21 and February 6. All applications and application fees must be received – by mail or in person - by February 6 to be included in open enrollment. Open enrollment is now completed through a lottery process with all applications received between January 21 and February 6 receiving an equal chance of placement. All applications received after February 6 will be considered for enrollment in the order in which they are received and only after open enrollment 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 the lottery 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, 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 and is due no later than Friday, February 3 for in-house enrollment and no later than Wednesday, February 15 for open enrollment. This fee must be received by the due date to guarantee enrollment for the 2012-2013 preschool year. If this fee is not received by the due date, the class space will be forfeited and made available to families participating in open enrollment and/or on the waiting list.

Program fee: The *non-refundable* Program fee of \$200 per child is dedicated to supplies and materials and is due no later than May 1, 2012.

Service alternative fee: All families are required to volunteer 4 hours on a TCGP committee or pay a \$100 *non-refundable* Service Alternative fee by November 1, 2012.

Tuition schedule: Monthly tuition is paid in 9 equal installments, August, 2012-April, 2013.

- 3 day program – \$380 per month (discounted annual tuition of \$3249)
- 4 day program – \$480 per month (discounted annual tuition of \$4104)

Annual tuition discount : A 5% discount is available for those families paying the full annual tuition by August 1, 2012. 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. TCGP families are welcome to add scholarship donations when paying their tuition (please add note: round-up for scholarship donation).

Important Dates:

December 14, 2011: In-house enrollment begins
January 20, 2012: In-house enrollment application form & fee (alumni families) due
January 21, 2012: Open enrollment begins
January 28, 2012: Open House for prospective families
February 3, 2012: In-house enrollment fee due
February 6, 2012: Open enrollment application form & application fee due
February 7, 2012: Lottery for Open enrollment
February 8, 2012: Families notified of lottery results via email
February 15, 2012: Open enrollment fee due
May 1, 2012: Program fee due
August 1, 2012: First tuition payment due
September 4, 2012: Preschool year begins
November 1, 2012: Service alternative fee due
April 1, 2013: Final tuition payment due
May 16, 2013: Preschool year ends

