



### **The Children's Garden Preschool Enrollment Information**

The Children's Garden Preschool is pleased to begin the enrollment process for the 2010-2011 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 understand the enrollment process and financial commitment required, and we encourage you to ask any questions that you may have about this information. Please contact Sally, Michelle, or Sarah in the office if you have any questions or need additional information about enrollment.

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

### **In-house and Alumni Enrollment Process:**

Enrollment for currently enrolled families and alumni families is held December 15 – January 15, 2010. 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 2010-2011, please complete and return the attached enrollment form and application fee, if applicable, no later than Friday, January 15<sup>th</sup>, 2010.

### **Open Enrollment Process:**

Open enrollment is available to the general public and begins Monday, January 18<sup>th</sup> and ends Thursday, February 4<sup>th</sup>. **Open enrollment is no longer completed on a first come first serve basis.** Instead families are invited to submit an application anytime between January 18<sup>th</sup> and February 4<sup>th</sup>. All applications and applicable fees must be received – by mail or in person - by February 4<sup>th</sup> to be included in open enrollment. Open enrollment is now completed through a lottery process with all applications received between January 18<sup>th</sup> and February 4<sup>th</sup> receiving equal chance of placement. All applications received after February 4<sup>th</sup> 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.



**Financial Information Statement for the 2010-2011 Preschool Year:**  
**Please retain for your records**

**Application Fee:** The Application fee of \$75 per child is due when submitting the Application Form. *This fee is waived for currently enrolled families.*

**Enrollment Fee:** The Enrollment fee is equivalent to one month's full tuition and is due no later than Friday, February 5<sup>th</sup> for in-house enrollment and no later than Monday, February 15<sup>th</sup> for open enrollment. This fee must be received on time to guarantee enrollment for the 2010-2011 preschool year. Tuition discounts do not apply to this fee. 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 program fee of \$150 per child is dedicated to supplies and materials and is due no later than May 1<sup>st</sup>, 2010.

**Buildings and Ground Fee:** All families are required to *either* work one Saturday community workday or pay a \$75 Building and Grounds Maintenance Fee.

**Tuition schedule:**

Monthly tuition is paid in 9 equal installments, August, 2010-April, 2011.

2 day program – \$235 per month (annual tuition of \$2115)

3 day program – \$340 per month (annual tuition of \$3060)

4 day program – \$450 per month (annual tuition of \$4050)

**Tuition discounts** are available for those selecting early tuition payment schedules. There is a 3% discount available for families paying tuition in full in two equal installments on August 1<sup>st</sup> and December 1<sup>st</sup>. There is a 5% discount available for families paying the full annual tuition by August 1<sup>st</sup>.

**Tuition Option:**

Please indicate the tuition schedule you will follow on the Enrollment Application Form.

**Garden Scholarship Fund.** The Garden Scholarship Fund is a new program at the school available to families with two or more children enrolled at TCGP. The purpose of the Fund is to provide some financial relief 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 participation is limited. Families with questions or who wish to apply for this fund should contact Sally Hansen, TCGP Executive Director, or request a Garden Scholarship Fund application form from the office.



The Children's Garden  
A Community Preschool Program

## Enrollment Application Form

**TCGP Staff:**

Date Received \_\_\_\_\_

Application # \_\_\_\_\_

Check \_\_\_\_\_

Child's last name                      First                      Middle                      Nickname

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

Gender (please circle): M F

Please check enrollment status:

- In-house / Alumni Enrollment (indicate re-enrolling or new student):  
     \_\_\_\_\_ Re-enrolling Student      \_\_\_\_\_ New student (sibling or alumni)
- Open Enrollment (all families new to the school)

Current e-mail address (for acceptance notification): \_\_\_\_\_

Class placement: Please indicate your preference for class placement. **All child placement decisions are determined by TCGP.**

**Sparrows Classroom:** Our young twos class. Children must be two on or before December 31<sup>st</sup> to enroll in the Sparrows class. These classes each have a maximum teacher child ratio of 2 to 10. These classes meet from 9:30 am -1:30 pm. Please indicate order of preference:

- \_\_\_\_\_ **Sparrows I: 2 day program - T/Th each week;**
- \_\_\_\_\_ **Sparrows II: 2 day program- W/F each week;**
- \_\_\_\_\_ **Sparrows III: 3 day program – T/W/Th each week;**

**Cardinals Classroom:** Our multi-age twos and threes class. This age grouping is generally offered to children who will turn three before December 31<sup>st</sup>. There are two Cardinal classes. Each class has a maximum teacher child ratio of 2 to 12. These classes meet three days a week on T/W/Th from 9:30 am – 1:30 pm.

***NOTE:** We offer placement for children in the classrooms below who are completely "potty trained" and are developmentally ready for the older classroom environment.*

**Robins Classroom:** Our multi-age threes and fours class. This age grouping is generally offered to children who will turn four before December 31<sup>st</sup>. There are two Robin's classes. Each class has a maximum teacher child ratio of 2 to 14. These classes meet three days a week on T/W/Th from 9:30 am – 1:30 pm.

**Owls Classroom:** Our multi-age fours and fives class. This age grouping is generally offered to children who are ready for the Pre-K/K classroom environment and curriculum. Children who are old enough, but not yet ready for full-day Kindergarten programs, may join this class. This class has a maximum teacher child ratio of 2 to 17. This class meets four days a week on T/W/Th/F from 9:25 am – 1:40 pm.

### Parent/Guardian Agreement:

Select a tuition payment schedule from the Financial Information Statement:

- Monthly                       Two Payment Plan (3% discount)                       Annual Tuition Plan (5% discount)

I, \_\_\_\_\_, 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.

Signature of legal Parent/Guardian

Date