



Saxapahaw Village Kids Preschool: Enrollment Policy

It is our desire to welcome as many children as possible to SVK each year. Our maximum enrollment is 10 children in our younger class and 17 children in our older class. Given our goals and limitations, we will adhere to the following policy:

1. **Applications are accepted for each school year from August to December of the previous year.** For example, if a family wants to enroll a child in August of 2023, applications can be turned in any time between August and December of 2022 (and not before). **Submitting an application does not guarantee enrollment.**

2. Most enrolled children begin attending SVK at the start of the school year in August. If your child turns 2 in September or October you may choose to enroll in August and pay tuition to hold the spot until their birthday at which point they may begin attending regularly.

3. We strongly encourage parents to visit the daycare before or concurrent to submitting an application in order to better understand our program and assure that this is a good fit for their child. School tours may be scheduled at any time, even before the child is born if desired. This can help parents make more educated decisions as they consider applying for our program in the future.

4. In January of each year the Daycare Director will review all applications, prioritizing them in the following manner:

- a. Siblings of children who already attend the daycare will be given top priority.
- b. Full time enrollments are prioritized, part time enrollments are only accepted if they become available. Full time attendance provides continuity and consistency with project based learning and is ideal for the structure of our program.
- c. One of the key components of our program is community, proximity to the daycare will be given consideration.
- d. In an effort to reflect the diversity of our community, the remaining applications will be given consideration.

5. Parents will be notified of their enrollment status no later than January 31st.

- a. If a child is enrolled, the Daycare Director will set up a conference to turn in the child's completed enrollment paperwork packet. At this time parents are required to pay the one time registration fee of \$75. **This registration fee is non-refundable.**
- b. If a child is placed on the waitlist, you will be notified of your position on the waitlist.

6. Recognizing that the needs of families change as they move or change jobs, we will continue to accept applications for the waitlist through June of the year prior to enrollment. For example, families interested in applying for the waitlist for August of 2023 may submit their waitlist application between January and June of 2023.

7. **The waitlist expires at the end of each calendar year.** Families are required to submit a new application for any subsequent years during the appropriate application period. For example, if your child is placed on the waitlist for the 2023/2024 school year, your waitlist application will expire in December of 2023 and will then be discarded. Waitlist applications do not count towards any subsequent enrollment year. **Families on the waitlist for previous years do not receive priority enrollment for any subsequent year.**