

## **ADMISSION PROCEDURE POLICY**

The admission process is designed to support the mission and philosophy of the Wallingford Cooperative Nursery School (WCNS), particularly the emphasis on nurturing families and fostering community spirit. Our four-tiered enrollment system supports families already vested in the school while simultaneously creating opportunity for new families to join the WCNS community.

### **How do I get an application?**

Applications are available for download on the school web site after **January 10 of the forthcoming school year** (<http://wallingfordcoop.org/application.html>), or they are available upon request from the Director. A \$50 application fee is required, and applications are considered using the following criteria:

The admission process for **Group A** is as follows:

**Group A is defined as children currently enrolled in the Kindergarten Complement, Lion, Zebra, Giraffe or Elephant classes; siblings of past and current students; and members of the Wallingford Presbyterian Church.**

- All Group A members should submit their applications between **January 15 and February 15 for the coming school year.**
- Applications will be considered on a first-come/first-served basis, and each application must be accompanied by the \$50 application fee.
- While every effort will be made to place children in the class requested, the Admission Committee reserves the right to place children to best suit the needs of the class. Factors such as, but not limited to, each child's gender and date of birth will be used to best place children to achieve a balanced class.
- If there are more applications received than there are available places, a waitlist will be used. The Admission Committee reserves the right to accept applicants from the waitlist in a way that balances a class according to factors such as, but not limited to, gender and date of birth.

The admission process for **Group B** is as follows:

**Group B is defined as children who are currently enrolled in the Play School class and who are not members of Group A above.**

- All Group B members have from **January 15 to February 15 of the forthcoming school year** to submit an application for admission to either the Giraffe or the Elephant class.
- Each application must be accompanied by the \$50 application fee.
- On **February 15**, the Admission Committee will review and consider applications. After **February 25**, applicants will be notified of their status.
- While every effort will be made to place children in the class requested, the Admission Committee reserves the right to place children to best suit the needs of the class. The Admission Committee will consider factors such as, but not limited to, each child's gender and date of birth to best place children to achieve a balanced class.
- If there are more applications received than there are available places, a waitlist will be used. The Admission Committee reserves the right to accept applicants from the waitlist in a way that balances a class according to factors such as, but not limited to, gender and date of birth.

The admission process for **Group C** is as follows:

**Group C** is defined as **children who are currently enrolled in the Mother's Morning Out class and who are not members of Group A above.**

- All **Group C** members have from **January 15 to February 15 of the forthcoming school year** to submit an application for admission to either the Giraffe or the Elephant class or the Play School class.
- Each application must be accompanied by the \$50 application fee.
- On **February 20**, the Admission Committee will review and consider applications. After **February 25**, applicants will be notified of their status.
- While every effort will be made to place children in the class requested, the Admission Committee reserves the right to place children to best suit the needs of the class. The Admission Committee will consider factors such as, but not limited to, each child's gender and date of birth to best place children to achieve a balanced class.
- If there are more applications received than there are available places, a waitlist will be used. The Admission Committee reserves the right to accept applicants from the waitlist in a way that balances a class according to factors such as, but not limited to, gender and date of birth.

Admission for children who are **not part of either Group A, Group B or Group C** is as follows:

- All new families applying for admission to any of the programs offered by the Wallingford Cooperative Nursery School can do so by submitting an application.
- Application forms can be downloaded from the school web site (<http://wallingfordcoop.org/application.html>), or they are available upon request from the Director.
- Applications can be submitted beginning **January 15**, but they will not be considered until **March 1st**. Each application must be accompanied by the \$50 application fee.
- **After March 1st**, the Admission Committee will review and consider applications in the order they were received, and applicants will be notified of their status.
- While every effort will be made to place children in the class requested, the Admission Committee reserves the right to place children to best suit the needs of the class. The Admission Committee will consider factors such as, but not limited to, each child's gender and date of birth to best place children to achieve a balanced class.
- If there are more applications received than there are available places, a waitlist will be used. The Admission Committee reserves the right to accept applicants from the waitlist in a way that balances a class according to factors such as, but not limited to, gender and date of birth.

#### **When is the \$50 application fee processed?**

When your child is given a space, the \$50 application fee will be processed. The fee will not be processed while the applicant is on the waitlist.

#### **Co-op vs. Non Co-op.**

WCNS is a cooperative nursery school and to that end, each family in the nursery school is expected to co-op for their child's class a maximum of 9 times throughout the school year. There are circumstances, however, in which a family finds it difficult to co-op (work schedules or more than one child in the school at the same time). When this occurs and the family would still like to be apart of the Co-op Community, families will be asked to pay an additional \$375 so as to cover the cost of paying for an additional aide to be in the classroom on the days that would have been allocated to them.