**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 by December of 2024 or they are available upon request from the Director at info@wallingfordcoop.org A non-refundable $50 application fee is required, and applications are considered using a four-tiered enrollment system. http://wallingfordcoop.org/application.html

**How do I apply?**

* Applications must be mailed or dropped off to Wallingford Co-op Nursery School 110 E. Brookhaven Road, Wallingford, PA 19086. Applications that are dropped off should be placed into the slot of the locked mailbox at the front door of the church.
* Applications are NOT accepted electronically.
* Current Co-op Families may place their application in the bin in the hallway outside MMO marked “Papers for Jodi” or on Jodi’s desk in her office
* Applications will be considered on a first-come/first-served basis within the tiered framework below.
* Each application must be accompanied by the $50 application fee to be considered. This should be in the form of check or cash.
* The advantage given to current, alumni and church families are negated if application is received after the close of registration.

**When do I apply?**

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

* All Group A members should submit their applications between **January 21 and February 18** for the coming school year. Applications will be accepted as early as January 13 for this group but recorded as 1/21.

**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 should submit their applications between **January 21 and February 18** for the coming school year. Applications will be accepted as early as January 13 for this group but recorded as 1/21.

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

* All Group C members should submit their applications between **January 21 and February 18** for the coming school year. Applications will be accepted as early as January 13 for this group but recorded as 1/22.

**Group D** is defined as children who arenot part of either Group A, Group B or Group C.

* All new families should submit their applications between **January 21 and February 18** but will not be considered until after Groups A, B & C are processed.

**Placement Process**

* While every effort will be made to place children in the class requested, we reserve 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. We reserve 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 will I hear about placement?**

* We will review and consider applications in the order they were received, and applicants will be notified of their status after March 17th.
* We will notify you of acceptance in our school or placement on a waitlist.
* You will be notified of which specific class sometime in the summer.

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

WCNS is a cooperative nursery school. Each family in the nursery school is expected to serve on a committee, will be asked to bring in supplies and snacks and of course assist in their child’s classroom. Families generally are in the class between 6-10 days/year depending on how many days your child attends. Meerkat Morning Out, Play School Hippo and Kindergarten Complement families are not required to assist in the classroom but are required to serve on a committee and donate supplies and snacks as needed.

There are circumstances in which a family finds it difficult to co-op, such as work schedules or if the family has more than one child in the school at the same time. When this occurs and the family would still like to be a part of the Co-op Community, families will be asked to pay an additional $525 in addition to serving on a committee and contributing supplies and snack as needed. In order for the Co-op to function as a co-op, we can accept only a limited number of Non-coop families. We reserve the right to accept applicants from the waitlist to balance the number of non-coop families in a class.