

## Fall 2012 Application and Registration Process for Pre-School AND Kindergarten families NEW to CSWS.

### STEP 1

Please visit us at one of our Open House Dates.

**Saturday January 21<sup>st</sup> at 10am to 2pm OR Saturday February 11<sup>th</sup> 10am to 2pm**

This is not the most appropriate time to bring your child (see step 2 for when it is) but we understand if you have to. Babies in arms are always welcome.

### STEP 2

After the Open House, if you are interested in applying you must first **Schedule an Observation**.

This is the time for **you and your child** to spend the morning with us in the classroom so you can see what we do and how we do it. It's also an opportunity for us to see your child in our environment and answer any additional questions you may have.

### STEP 3

After you have done an observation you may **Submit an Application**. We want to make sure that you are confident this is the place you want to be. **Applications are due in the office by Friday March 2<sup>nd</sup>**

There is a \$50 application fee that is non-refundable.

Observations are scheduled Mon thru Thurs at 9am or 9:30am. Babies are welcome and you can stay for as long or short as you like. During this time your child can participate in everything going on in the classroom.

### STEP 4

Offers of enrollment will be sent out by March 30<sup>th</sup>.

### STEP 5

If you are offered a space you must sign to **ACCEPT OR REJECT** the space and **Return it to the office by Friday April 27<sup>th</sup>**. There is a non-refundable \$150 registration fee required to secure your spot due at this time.

### STEP 6

Once you have accepted your spot you will be sent a Registration Packet by June 1<sup>st</sup>. Complete all the Registration forms and tuition contract and return it with a 50% non-refundable **tuition deposit by Friday June 29<sup>th</sup>**. The amount will be written on your tuition contract. This deposit goes towards your September tuition, the rest of which will be due by **September 1st**.

### Next Steps for Enrolled Families:

- A. Come to our **New Family Stay and Play** day on **Friday July 20<sup>th</sup>** from 1 to 3pm to meet all the new families and make some new friends. Exchange numbers for some play dates and hang out with the teachers.
- B. And school starts with **Slow Start Days** for NEW incoming families on **Monday and Tuesday Sep 10<sup>th</sup> and 11<sup>th</sup> from 10am to 12pm** for children AND parents.
- C. First Official Day back to school for everyone is **Wednesday September 12<sup>th</sup>** 2012

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