

## **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 three-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 1 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 5 and January 20 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 either the Mother's Morning Out (MMO) or the Play School classes and who are not members of Group A above.**

- All Group B members have from **January 5 to January 25 of the forthcoming school year** to submit an application for admission to either the Giraffe or the Elephant class.
- Applications will be considered on a first-come/first-served basis, and each application must be accompanied by the \$50 application fee.
- On **January 25**, the Admission Committee will review and consider applications in the order they were received. After **January 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 or Group B** 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 5**, but they will not be considered until **January 30**. Applications will be considered on a first-come/first-served basis, and each application must be accompanied by the \$50 application fee.
- **After January 30**, 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.