

Enrollment

Enrollment Vacancies

As vacancies occur, children are accepted from the waiting list in the following order:

- children of *Apple Tree Academy* full time staff,
- siblings of children currently attending *Apple Tree Academy* according to the date of application,
- non *Apple Tree Academy* families currently on the waiting list.

Preference is given to requests for care for five days a week. Requests for part time MWF/T-Th enrollments will be filled only if there is a corresponding enrollment for the alternate time and there is no request for full-time care.

Note: These options are not offered in some programs:

- kindergarten and after-school fall/spring enrollment (five days a week enrollment required)
- summer session (preference is given to five days a week enrollment)

Before And After School Programs

Enrollment accepted for before and after school programs will be in the following order:

- siblings of currently enrolled *Apple Tree Academy* children,
- others according to date of application

Two Children from the Same Family

As a general policy, two children from the same family will be placed in separate classrooms if possible.

Enrollment Acceptance – Children Funded by DFS

Apple Tree Academy will accept full day enrollments funded by the DFS if the DFS plan is written for five hour or more a day, or if the parent agrees to pay for the hours not included in the DFS plan. Prior approval in writing from the assigned DFS caseworker is required for enrollment.

Requests for Change in Enrollment

During the school year, requests or changes in enrollment must be received in writing at least fourteen days prior to the date of change. If the change can be granted, a revised fee agreement will be prepared. If the change cannot be approved, the child's name may be placed on a waiting list until the requested enrollment is available. *If the child must be withdrawn from the program, they may be accepted after May first for Summer, after July first for fall session or after December 1 for spring session.*

Summer Only Enrollments

If a child has been accepted for the summer session only and the parent must withdraw the child prior to the first day of the session, notice of withdrawal must be given by April fifteen in order to have the security deposit returned.

After the session has begun, a withdrawal request cannot be accepted, and all fees shown on the fee agreement are due in full.

Fees are payable as designated in the fee agreement. Fees are payable for all days in the contract period whether or not the child is present.

Optional Care

Apple Tree Academy provides optional care for school-age children during holiday and scheduled breaks from 7:00 a.m. -5:30 p.m.

Enrollment and Acceptance for Optional Care

- Enrollment will be accepted according to the date and time of the application.
- The number of teachers available will determine the number of children accepted for each classroom.
- Optional care enrollments may not be cancelled or changed after the signed application/fee agreement has been returned.
- There can be no refunds for cancellation of optional care enrollment after the fee agreement is signed.
- Parents are responsible for paying optional care fees as specified in the fee agreement.
- Fees for optional care are in addition to the standard fee agreement.

Optional Care Enrollment Guidelines

These guidelines may be put into effect at the discretion of the administrative staff.

- If a field trip is scheduled during optional care, your child may or may not go on the field trip depending on age, grade level, maturity, behavior, etc. Classrooms may be combined in each room in order to meet parent requests and adequate cost-effective teacher/child ratios.
- An attempt will be made to employ at least one regular classroom teacher for each optional care time. When this is not possible, aides will be hired to substitute for the teacher.

Withdrawal

Canceling Enrollment Prior to Beginning a Semester*:

- Fall semester – notice required by June fifteenth
- Spring semester – notice required by November fifteenth
- Summer semester – notice required by April fifteenth

**If the date falls upon a national holiday, Saturday, or Sunday, the date of notice is due the next working day.*

- After fall or spring semester has begun, but before the deadline as listed above, a written notice of withdrawal is required twenty one days in advance of the date of withdrawal in order to have the security deposit refunded (see Financial Policy section).
- A request to withdraw a child from the summer session will not be accepted after the session has begun.