NEW MORNING NURSERY SCHOOL

Application Procedure

New Morning Nursery School is accredited by the City of Madison, has a 5-Star rating on the Youngstar scale and is licensed by the State of Wisconsin to serve children 2-6 years of age in a part-day nursery school program. Please refer to the 4K information sheet in the application packet for more detailed instructions regarding applying to our 4K program, we are a MMSD community partner. Application materials for the school year and the summer program will be available the preceding January for all families. An Open House is scheduled for Saturday, January 14, 2017, 10-noon. Individual tours may be scheduled by appointment after the Open House.

**NEW FAMILIES** interested in enrolling should call the school office prior to the Open House to have their names put on a mailing list. Application packets will automatically be sent to all names on the list. Applications from new families will be accepted after they have been mailed out, and will be ranked in the order in which they are received in the office. ***New families are encouraged to return their applications as soon as possible****.*

**RETURNING FAMILIES** will receive application packets in January. Applications from returning families should be returned to the office no later than noon, January 14, 2017. Applications will not be considered unless accompanied by a non-refundable $80/family application fee for fall and a $40/family application fee for summer. Applications will not be accepted from families who have an outstanding tuition balance of two or more months, unless prior arrangements have been made with the director. Refer to your Family Handbook for more enrollment information.

**PLACEMENT** – We will not discriminate against any enrolled child, family or applicant for enrollment, on the basis of race, sex, disability, age, or national origin. Our policies are designed to balance the needs of individual children and their families with the needs of the class as a whole. Procedures are aimed at creating an equitable method of application, acceptance, and enrollment. ***There is no potty training requirement for any of our classes.*** Applications will be processed in the following order:

1. children currently enrolled in the school
2. children of staff
3. siblings of current or former students
4. children of new families

In addition, consideration is given to a family’s enrollment longevity at the school, families who are enrolling more than one child with the same schedule, and peers within each group.

If several applicants of identical standing are applying for the same space, placement will be done by a lottery. If a child does not get a first choice they will be placed according to their second, third, etc. choice. If a family declines placement of a choice indicated on the application the application fee will not be returned. Once all spots are offered the remaining applicants will be placed on waiting lists corresponding to their preferences, in the order in which the applications were received. The application fee will be returned to families who do not receive a placement.

**CONFIRMATION** of placement and an enrollment contract will be sent to returning families by Feb. 1, 2017; to new families by February 24. To guarantee your child’s placement the first of ten tuition payments must be paid by February 15, 2017 for returning families. For new families, this payment must be received within ten working days of receipt of confirmation. This payment is not refundable or transferable for any reason. All families of 4K students will also be required to pay a $40 materials fee per student. Currently enrolled families who experience difficulty making this payment in a timely manner can make arrangements for a more comfortable payment plan by contacting the director. If the first payment or payment arrangements have not been made by the deadline, the child will be removed from the class and placed on the waiting list.

**WAITING LISTS** are formed once all spots in a class have been offered. Families whose children were placed on the waiting list during the previous enrollment cycle will be placed ahead of new families applying for the first time ***if they reapply******by the next Open House*.** It is not necessary to pay the $80 application fee if you are applying after the creation of the waiting lists, usually by mid-March. The application fee will be payable along with the first tuition payment when a child on the waiting list receives conformation of placement.

**MID-YEAR ENROLLMENT** occurs if space is available. Once the school year begins, parents should check with the director to see what classes have openings. Tuition is then prorated according to the number of weeks remaining in the school year.

**SCHOLARSHIPS** are available. Applications for tuition assistance are available in the office and should be returned with the application for enrollment. The goal of the scholarship fund at New Morning is to provide children whose families could not otherwise afford to pay the full tuition an opportunity to attend the school. Awards are based on financial need, available space and funds. Applying for scholarship will not affect an applicant’s placement during the registration process. Tuition reduction jobs are also available during the school year.

Returning families who are currently receiving scholarships should reapply every year, with a separate application for each child. The application for assistance must accompany the application for enrollment and be turned in by the deadline for returning students. Every effort will be made to continue to support a currently enrolled child, however scholarship rollover cannot be guaranteed. Once a family has received tuition assistance and continues to justify financial need, priority will be given to returning students.

**APPLICATION TIME-LINE**

 Returning New Students

 Students

 & Siblings

Application packets available 1/4/17 1/4/17

Open House for all families 1/14/17 1/14/17

interested in fall enrollment 10-noon 10-noon

Return enrollment application by noon-1/14 ASAP

with application fee $80/family\* $80/family\*

Confirmation letters and

contracts available by 2/1/17 by 2/24/17

Return contract with first tuition payment by 2/15/17 with in 10 days of

receipt of contract

\*Students enrolling in 4K only are not required to pay an application fee, if a 4K student enrolls in 4K Plus and/or lunch the $80 per family application charge applies.