

# 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 2-5 years of age in a part-day nursery school program. We are a MMSD community 4K partner. Please refer to the 4K information sheet in the application packet for more detailed instructions regarding applying to our 4K program. 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 19, 2019, 9-11 am. 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. Once application packets have been sent out, new family applications will be accepted, and will be ranked in the order 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 for fall and summer will not be considered unless accompanied by a non-refundable application. 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 who were on the waiting list the previous year (application must be received by Open House)
5. children of families applying for the first time

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. 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, 2019; to new families by February 15. The first of ten tuition payments must be paid by February 15, 2019 for returning families, to guarantee your child's placement. New family payments must be received within 5 days of receipt of confirmation. This payment is not refundable or transferable for any reason. 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. It is not necessary to pay the 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 confirmation 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 cannot 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 previously supported students.

## APPLICATION TIME-LINE

	Returning Students & Siblings	New Students
Application packets available (on line-1/3/19)	1/7/19 (mail tubes)	1/3/18 (mailed out)
Open House for all families interested in fall enrollment	1/19/19 9-11 am	1/19/19 9-11 am
Return enrollment application with application fee	1/17/19 by 4pm \$90/family*	ASAP \$90/family*
Confirmation letters and contracts available	by 2/1/19	by 2/15/19
Return contract with first tuition payment	by 2/15/19	within 5 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 per family application charge applies.