



Little Peaks Preschool & Early Childhood Center

Little Peaks Preschool & Early Childhood Center Enrollment Policy

Waitlist and Enrollment Criteria

To be placed on the waitlist or into an active classroom roster at Little Peaks Preschool and Early Childhood Center, families must complete the following steps:

1. Introductory meeting: Meet with a member of the Center's administrative team to review required enrollment documents and expectations of care, including daily routines, dietary needs, etc. A tour of the facility and meeting with the classroom teacher(s) may occur at this time or scheduled for a later date.
2. Full Enrollment Packet: Complete and submit the required enrollment forms, including:
 - a. Plan for Behavior Management
 - b. Discipline Policy
 - c. Child Abuse and Maltreatment Safety Plan
 - d. Summary Guide for Mandated Reporters
 - e. Transportation Plan (Preschool only)
 - f. Transportation Consent (Preschool only)
 - g. Child Care Medical Statement (Immunization Form)
 - h. Recommended Immunization Schedule
 - i. COVID-19 Guidance for Child Care Programs
 - j. COVID-19 Health Screening Attestation
 - k. Consent for Photograph/Video Usage
 - l. Food Service Arrangement
 - m. Infant/Toddler Feeding Schedule and Agreement
 - n. Napping and Sleeping Arrangement
 - o. Medication Consent (if needed for prescribed medications)

- p. Non-Medication Consent (if needed for diaper cream, sunscreen, bug spray)
 - q. Individual Allergy and Anaphylaxis Emergency Plan (if needed)
 - r. Individual Health Care Plan for a Child with Special Health Care Needs (if needed)
 - s. Individual Allergy and Anaphylaxis Emergency Action Card – Yellow Card (if needed)
 - t. Emergency Evacuation Procedures
 - u. Health Care Plan
 - v. Sample Incident Report – Notification of accidents, serious incidents and injuries
 - w. Acknowledgement Sheet for Emergency Evacuation, Health Care Plan & Sample Incident Report
 - x. Babysitting Waiver
 - y. Family Handbook Acknowledgement Form
 - z. Enrollment Policy
3. Administrative Meeting: Meet with a member of the administrative team once enrollment documents have been completed to review document contents and determine if any follow up is required.
 4. Immediate Enrollment Payment: For any family for whom we can accommodate an immediate start date, a one-month payment of tuition will be due with enrollment paperwork. If financial aid is to be applied, the deposit amount is adjusted based on the parent share determined after financial aid paperwork is processed (see below).
 5. Enrollment Deposit: Pay a non-refundable deposit of two months' tuition at the current rate, which will be credited toward the first and last months of the child's attendance. If financial aid is to be applied, the deposit amount is adjusted based on the parent share determined after financial aid paperwork is processed (see below).
 6. Families seeking financial aid subsidies must complete and submit financial aid applications as part of the enrollment process. We are happy to assist with this process and offer multiple opportunities. Please see our website.
 7. For any family currently on our waitlist, and with an anticipated enrollment start date April 1 and following, we will require the non-refundable deposit (to be credited toward your first and last months' tuition) no later than two months prior to your agreed upon start date.

Once enrollment is approved, using the process outlined above, an enrollment start date will be issued to the family and they will be onboarded into Center systems (e.g., Brightwheel). Start dates are dependent upon seat availability and waitlist order. Should a family decide to delay a

previously confirmed start date, the family will be charged a non-refundable, non-creditable Holding Fee to be paid on the first of each subsequent month until the child begins active attendance.

- Start dates are set at two (2) months from completion of a successful enrollment process (as outlined above) or when the first appropriate seat for the child's age becomes available.

Delayed Enrollment, Holding Fee, & Disenrollment

If a family requests to delay enrollment after their start date has been set (i.e., holding a classroom seat for more than two months from the date of enrollment approval), the following applies:

1. A non-refundable, non-creditable Holding Fee of 40% of the monthly tuition (including financial aid adjustments, if applicable) must be paid for each additional month beyond the first two.
2. If financial aid applies, then the Holding Fee is determined based on the parent share after financial aid paperwork is completed and processed.
3. If financial aid paperwork is not completed, the Holding Fee will be set at 40% of the Center's standard monthly tuition.
4. If you wish to disenroll your child(ren) from the program, then a written notice, one month (30 days) in advance, is required. This policy supersedes the prior requirement of one-week advanced written notice, set in the Family Handbook.

Center's Right to Determine Enrollment and Waitlist Order

The Center strives to ensure a fair, transparent, and structured enrollment process while maintaining financial sustainability for the Center and accommodating families' needs of our North Country community. As such:

- The Center reserves the right to determine or alter the order of enrollment seats, start dates, and waitlist positions in alignment with its stated mission and values as well as with staffing availability and classroom organization.
- Once an enrollment start date is confirmed in writing, the Center will not alter the enrollment status of that family, barring major Center restructuring. In such a circumstance families would be held harmless for any usual Center fees associated with a new start date.

Parent/Guardian print name + signature

Date