

## **Registration Timetable 2017-2018**

### **March 1, 2017 - Open Online Registration (all grades)**

Begin taking online applications and offering **Early Admissions** to the following **current families** for 2017-18 school year:

- Current families requesting 5- or 4-day care for currently enrolled children
- Current families requesting 5-day care for a sibling entering kindergarten

### **March 30, 2017**

WBES Orientation for new kindergarten families

- WBCC makes presentation in Room 113 following the orientation session

### **April 15, 2017 - Regular Online Registration officially opens**

Online applications will begin to be reviewed for all applicants, including:

- Current families requesting fewer than 4 days of care
- New families requesting full or part time care (including families who were on wait list during 2016-17)
- All new Kindergarten applicants

**May 1, 2017 - Enrollment Notification Date** ... Enrollment and Financial Assistance decisions will be communicated to all families not enrolled under the Early Admissions program

**May 15, 2017 Deadline for accepting the offer of admission.** Families must submit the following by this date to confirm their acceptance of their admissions offer:

- signed contracts
- all student paperwork
- \$50 non-refundable application fee
- \$250 non-refundable deposit.

Any families who have not returned these items prior to May 15, will have the **offer of admission rescinded** and new families will be considered based on their particular needs for care and the date of their initial application\*

**After July 1, 2017 - Continuous enrollment** will be offered based on vacancies in the program with admissions offered, based on date of initial application\* and at the discretion of the WBCC Program Director.

**August 1, 2017- Payment of the first month's tuition will be due.**

\*The **date of initial application** will be considered to be **no earlier than April 15, 2017**

### **Supplemental Notes**

**Admission to WBCC** is contingent on enrollment in Winn Brook Elementary School. Any students that are accepted to WBCC but NOT subsequently assigned to or enrolling in the Winn Brook Elementary School will lose their spot in the After School Program to families on the waitlist.

**Applications may be submitted at any time**, but they will not be reviewed until after the early admission offers have been made. Applications submitted prior to April 15 for kindergarten children will be given equal priority with those submitted following the opening date for kindergarten applications.

Our space limitations limit us to primarily serving families requesting at least 3 days of care per week. For families seeking any level of part time care, we will be unable to guarantee top preferences in terms of specific days requested. This is particularly true with **Wednesday enrollment. The assignment of those high priority slots cannot be guaranteed for anyone other than 5 day families. All other Wednesday assignments will be subject to the discretion of the director.** In the rare situation where we have spaces available on a Monday or Friday, we may be able to offer one or both of those slots to families seeking care. Any new or current students seeking **fewer than three days** of care will be added on a space available basis over the course of the summer and during the school year. One or two day slots will only be offered on Mondays and/or Fridays if space is available on either or both of those days.

Current families who are not up to date in their payments **prior to May 1**, will not have applications for 2017-18 considered.

**Limited Financial assistance** is available and must be requested at the time registration material is submitted. Decisions on awards will be made by the Winn Brook Advisory Council prior to the May 15th deadline for parents to confirm their acceptance of the admission offer.

If, at any point, the total enrollment for any day **is projected to exceed a capacity of 115 (or 25 for the Kindergarten class)**, enrollment decisions will be made considering a) the date of application\* b) the particular days requested, c) the number of days requested, d) the flexibility of the family with regard to the specific days when care is needed, and e) the

space available in the program. The WBCC Program Director will make every effort to award the maximum number of spaces to our families needing care within the space constraints faced by the program. **In the case where we have too many applicants with the same application date, the program director may choose to use a lottery system to complete the admissions selections.**

Once a student is enrolled and the August 1 initial tuition payment has been made, **families are accountable for the full value of the signed contract for the school year.** No reduction in the number of days will change or eliminate that financial obligation to WBCC. In instances where a family seeks to reduce their contractual number of days after signing that placement agreement, they may do so only with the approval of the program director and with the understanding that if the spot can be filled by another student, the family will then only be responsible for the scheduled tuition through the end of the month in which the change will occur. **There will be no refund of original deposits (\$250), application fees (\$50) or any tuition already paid. In addition, a \$100 'change fee' will be assessed at the time the change is made. If their space cannot be filled, the family will remain responsible for the full contract amount.**

Once a year (January) families may request a reduction in their contracted schedule **without a \$100 change fee** being assessed. Any such change must still be approved by the program director and will not reduce the financial obligation contained in the original contract unless the vacated spot is filled by another student. Any approved change will become effective February 1 and will continue through the end of the school year.