

WBCC Registration Timetable and Important Information for the 2018-2019 Program Year

Thank you very much for your interest in WBCC. We are looking forward to an exciting year! Due to the high demand for the program and the many questions we receive, we have created this document to provide clear guidance on the registration process. If you have additional questions not answered below, we can be reached at info@winnbrookcc.org or mperdomo@winnbrookcc.org.

There are four main enrollment periods:

(I) Current Families Early Admission for current WBCC families seeking 5 or 4 days of After School care and Before School only

(II) New Families Early Admission for new families seeking 5 or 4 days of After School care

(III) Regular Admission for current and new families seeking fewer than 4 days of After School care, and a

(IV) Rolling Admissions period at the end

PLEASE NOTE: The \$50 application fee and the \$250 deposit can be combined in one check. If you have more than one child, you can also write one check for the combined total. The check needs to be mailed the same day you submit your online application, otherwise your enrollment notification will be delayed until we receive the check. Please make the check payable to **Schools for Children, Inc.** and mail it to:

**Schools for Children, Inc.
8 Winchester Place, Suite 202
Winchester, MA 01890.**

The final portion of the document contains important information applicable to all periods.

I. Current Families Early Admission Process

March 1, 2018 - Online Registration Opens for Current Families Early Admission (all grades)

- We begin accepting online applications and offering Early Admissions to the following current families for 2018-2019 school year:
 - Current families requesting 5- or 4-day after-school care for currently enrolled children
 - Current families requesting 5- or 4-day after school care for a sibling entering kindergarten
 - Any families seeking only before school care

May 1, 2018 - Enrollment Notification Date for Current Families Early Admissions

- Enrollment decisions will be communicated to current families requesting 5- or 4-day care.
- Current families requesting 5-day after school care for a sibling entering kindergarten
- Any families seeking only before school care

May 15, 2018 Deadline for Current Families admitted through Early Admissions process to accept the offer of admission.

- Families must submit the following by this date to confirm their acceptance of their admissions offer:
 - Signed contract
 - All student paperwork
- Any families who have not returned these items by May 15 will have the offer of admission rescinded and other families will be considered based on the priorities noted herein.

II. New Families Early Admission Process

May 1, 2018 - Online Registration Opens for New Families Early Admission (all grades)

- We begin accepting online applications for the following new families for 2018-19 school year:
 - New families requesting 5- or 4-day care (including families who were on waitlist during 2017-18)
 - New Kindergarten applications requesting 5- or 4-day of care

June 1, 2018 - Enrollment Notification Date for New Families Early Admission

- Enrollment decisions will be communicated to New families requesting 5- or 4- day care

June 15, 2018 Deadline for New Families admitted through Early Admissions process to accept the offer of admission.

- Families must submit the following by this date to confirm their acceptance of their admissions offer:
 - Signed contract
 - All student paperwork
- Any families who have not returned these items by June 15 will have the offer of admission rescinded and other families will be considered based on the priorities noted herein.

II. Regular Admission Process:

June 1, 2018 - Online Registration for Regular Admission officially opens

- **Online applications will begin to be reviewed for all applicants, including:**
 - Current families requesting fewer than 4 days of After School care
 - New families requesting fewer than 4 days of After School care
 - New Kindergarten applicants requesting fewer than 4 days of After School care
 - Any applicants requesting 5- or 4- day After School of care that missed the previous deadlines

June 30, 2018 - Enrollment Notification Date for Regular Admission

- Enrollment and financial assistance decisions will be communicated to all families not enrolled under the Early Admissions program

July 15, 2018 Deadline for Families admitted through Regular Admissions process to accept the offer of admission.

- Families must submit the following by this date to confirm their acceptance of their admissions offer:
 - Signed contract
 - All student paperwork

Any Regular Admission families who have not returned these items by July 15 will have the offer of admission rescinded and other families will be considered based on the priorities noted herein.

IV. Rolling Admission Process

July 1, 2018 - Beginning on this date, **continuous enrollment** will be offered based on any vacancies in the program. Admissions will be offered based on date of initial application, number of days of care requested, and (at the discretion of the Wbcc Program Director) particular programmatic needs as described in more detail below. There is not a set date for notification.

- Families must submit the following within 15 days of receiving notice of admission to confirm their acceptance of their admissions offer:
 - Signed contract
 - All student paperwork

Important Supplemental Notes

March 29, 2018 - Winn Brook Elementary School Kindergarten Information Night.

- Wbcc will make a presentation following the Information Night session by the Principal Mrs. Carey.

August 1, 2018 - Payment of the first month's tuition will be due on August 1, 2018.

- 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 after August 1 will change or eliminate that financial obligation to WBCC.

Important note: If a family requests to reduce the number of days of care requested after the initial application is submitted, their application will be considered withdrawn and resubmitted on that date, and will be prioritized accordingly.

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 have their admission rescinded and their spots will be giving to children on the waitlist.

Part-time enrollment restrictions - Our space restrictions 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.** 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. 1- or 2-day slots will only be offered on Mondays and/or Fridays if space is available on either or both of those days.

Current Balances Due - Current families who are not up to date in their payments **prior to April 15**, will not have applications for 2018-19 considered in the Early Admissions process, or at all until the balance have been settled.

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 enrollment deadlines noted above for parents to confirm their acceptance of the admission offer. [Application forms](#) may be found on the WBCC website.

Waitlist - If, at any point, the total enrollment for any day **is projected to exceed a capacity of 110 for 1st through 4th (or 30 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.**