**STUDENT ELIGIBILITY**

Children are eligible for the 2024-2025 school year if they will be at least 30 months old and no older than 5 years on August 31, 2024. Children must be able to use the toilet with minimal assistance and without prompting.

**APPLICATION PROCESS**

*Application form*

The first step of the application process is to fill out one of our application forms. Our team will contact you within three business days to schedule your in-person interview. Applications may be accepted until August 31, 2024, however, when spaces are full, enrollment for Fall 2024 will close. Order of applications is based on the *date of the interview*. We strongly encourage you to apply early to get the earliest interview date.

Your child’s immunization record must be submitted with your application. This form can be requested from your doctor’s office or you may request an exemption form from our director.

*Interview*

The next step is for you and your child to meet with our director for an informal interview. These meetings are intended to be very casual, fun affairs; siblings are welcome, and we meet on location at Haller Park so you can see where drop-off and pick-up happen each day of school--hint: wear your walking shoes! The purpose of the interview is simply to make sure your child is a good fit for our preschool and our preschool is a good fit for your child, mutually. It will not function as an evaluation of your child. You will be notified of the final status of your application by email within two business days.

*Application fee*

The application fee is $90. Of this deposit, $45 is nonrefundable to cover administrative costs, while the other $45 is applied to the last tuition payment of the quarter (or deducted from the annual payment). You will be notified of the final status of your application by email within two business days.

*Trial period*

We appreciate a commitment to the school year and ask for at least a quarter-long commitment in an effort to provide our students with a stable cohort of long-term classmates. However, we want to ensure you’re happy with your child’s program. Families may try out the program for the first two weeks of any quarter to decide if they’d like to commit. They will need to complete the application process including interview and pay the required tuition, as described below. If they choose not to continue, they will receive a refund of any monies over and above the first two weeks’ prorated tuition, application fee, deposit, and a $75 processing fee.

**Waitlist:** When our program is full, we will notify families currently in the enrollment process or interested in beginning the enrollment process that acceptances will be to our waitlist and no guarantees will be made that a space will become available. If a space does become available, the application fee will be required to be paid in full within 5 business days of notification and your child must begin school by the first day of the following month, or optionally may begin earlier with pro-rated tuition. Students must be added to the waitlist by the application deadline, or they will be placed on the waitlist for the following quarter.

## TUITION

Families are required to enroll for at least one quarter; however, a monthly payment schedule is available. Optionally, families can enroll in the full school year at a 5% discount. To enroll in the full school year, families must select the annual payment schedule (below). Siblings can be enrolled for a 3.5% discount, or a maximum 8% discount total for siblings enrolling with the annual tuition discount.​

​Families who pay in full for the school year guarantee a space for their child in fall, winter and spring quarters. Otherwise, students must reapply and pay another application fee for each quarter, however, priority will be given to matriculated students. Repeat interviews are not required for subsequent quarters in a school year, whether enrolling quarterly or annually. Application due dates are August 31 for fall quarter, December 31 for winter quarter, and March 31 for spring quarter.

Tuition costs

​Tuition is on a sliding scale. The base tuition cost is listed first. Families may choose to pay the silver tier or gold tier tuition rate. 100% of silver and gold tier tuition above the base cost goes directly to covering tuition costs for families with demonstrated need. Gold tier families fund a full scholarship for one child, and silver tier families fund a 75% scholarship.

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Tuition Choices:

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**Annual tuition** (5% discount): $3,377

*Silver tier: $3,940*

*Gold tier: $4,503*

**Quarterly tuition** $1,185 per quarter

*Silver tier: $1,383*

*Gold tier: $1,580*

**Due dates for 2024:**

**Annual:**August 31, 2024

**Quarterly:** August 31, 2024, December 31, 2024, and March 31, 2025

Payment schedule: Due by the last day of the month.

**Optional payment schedule.**Monthly payments are available for any tuition tier. The base tuition payments are as follows: Fall quarter has 4 payments of $296. A 12-month payment schedule of $296 per month for qualifying families is detailed below, otherwise winter and spring have 3 payments of $395. Fall quarter has breaks for Thanksgiving and Christmas, thus fall quarter is divided into four payments.

Monthly payment due dates for 2024-2025: Fall quarter is divided into 4 payments, due August 31, September 30, October 31 and November 30. Winter quarter is divided into 3 payments due December 31, January 31, and February 29. Spring quarter is divided into 3 payments due March 31, April 30, and May 31. Currently enrolled families as of spring 2024 who re-enroll have the option to pay $296/mo over 12 months (including during the summer when there is no school) to simplify your budgeting. This option is limited to families who are enrolled for the upcoming school year or to qualifying families who request an extended payment plan.

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**​Families with financial need:**Families with a combined income of less than $83,267 (80% of the AMI in 2024) are eligible to be placed on a subsidized waitlist and will be offered a space as soon as funds are available. Families with financial need pay $790 per quarter, or $2,251 per year, and the remaining tuition cost is subsidized by other families in the program. Families needing additional assistance are encouraged to seek external scholarship opportunities or request an extended payment schedule of $198/month for 12 months.

Subsidized waitlist: Families who wish to join the subsidized waitlist should submit a full application including immunization form, beginning at 12:00AM on March 25, 2024. Early applications will not be accepted. Families cannot be on the regular waitlist at the same time as the subsidized waitlist. The subsidized waitlist will only be used if funding is available to subsidize tuition. The waitlist will roll over from quarter to quarter automatically until March 25, 2025. Families who wish to join the subsidized waitlist for the 2025-26 school year will need to reapply at that time. Applications for the subsidized waitlist can be submitted at any time. Spaces will always be offered in the order applications are received, regardless of which waiting list families are on, however, if no funding is available, the subsidized waitlist will be skipped. Families who wish to move their application from the subsidized list to the regular waitlist may do so at any time, however, the date they move to the regular list will become their new application date. Income verification will be requested at the time an offer is extended for a space on the subsidized list, and an updated application and immunization form may be requested.

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Tuition covers all costs of attendance; there are no additional fees related to regular school participation, materials, guest speakers, or any other special events during school hours.

Invoices are sent 1 week prior to due dates. Payments are accepted by cash, check, money order, Venmo, or Paypal. Checks are preferred, especially for quarterly and annual payments, because transaction fees are calculated as a percentage of the payment. Payments should be made out to Chickadee Hollow Preschool. Venmo: <https://venmo.com/code?user_id+3347648346062848960>.

*Late payments*

Late payments or returned checks are subject to a 5% penalty. More than 5 days late without communication may result in the forfeiture of your child’s space in school. Families paying monthly or quarterly are committed for the quarter they signed up for. Families are responsible for making payments through the end of the quarter, regardless of the child’s attendance. No refunds will be issued for missed school due either to your child’s absence or to emergency school cancellations.