

# Joyce Preschool

## Enrollment Policies 2020-21



To ensure all families receive equal treatment during the enrollment process and to account for the unique classroom requirements of Joyce's bilingual program, Joyce Preschool adheres to the following policies during its registration and enrollment process.

### **Priority for Returning Families and Families Who Apply by the Deadline**

Joyce Preschool sets two registration deadlines each year: one priority deadline for returning families (families who currently or previously have had a child enrolled at Joyce Preschool), and one general enrollment deadline for new families.

**Priority deadline: February 14<sup>th</sup>**  
**Regular deadline: March 1<sup>st</sup>**

Returning families who submit their registration form by the priority deadline will receive first placement. This is, in part, to ensure a continuity of preschool experience during the years a child is in preschool. For returning families who do not get placed in their first or second choice class (we use a lottery when there are more applicants than spaces), Joyce will contact the parents to discuss other class options.

Returning families who miss the priority deadline do not receive priority placement.

All families that apply by the regular deadline (both new families *and* returning families who apply after the priority deadline) will be placed with equal weight.

Joyce Preschool holds a lottery if there are more applicants than spaces.

Families who apply after March 1 receive the lowest priority. Applications received after March 1 are processed in the order they are received.

### **Waitlists**

Children will be placed in their first choice class whenever possible.

When not possible, children will be placed in an alternate class (if alternates are indicated on their enrollment form) as well as waitlisted for their first choice. If all alternate classes are full, children will be placed on the waitlist for their first choice as well as one alternate choice.

If a child's first choice class is full and there are no alternate choices listed on a registration form, the child will be placed on the waitlist rather than enrolled in another class.

We will contact families using the information on their registration form if space becomes available in a class for which they are waitlisted. We ask that families respond within 2 business days to confirm or pass on the space; because our waitlists are often long, we cannot hold a space for a child for more than 2 business days.

## **Changes to Registration**

Changes to registration preferences are processed as a new registration as of the date of change; making a change after a deadline could result in an application receiving lower priority. Joyce makes every effort to accommodate the changing needs of families. Because of the complexity of its enrollment process and its commitment to provide the same enrollment experience to all families, Joyce cannot give priority to registrations changed after the deadline(s). For this reason we strongly encourage all families ensure their applications are complete and indicate all of their choices before turning in the form.

## **Changing Classes During the School Year**

To ensure a continuity of experience for the child, we strongly discourage families from changing classes after the school year has begun. Changing classes is often highly disruptive for a child, especially once they settle into a routine and begin to make friends in a class. Families who have concerns are asked to communicate those concerns with their teacher as they arise: we will make every effort to work collaboratively with families to address the concerns.

Joyce Preschool will accommodate all changes to the best of its ability through October 1 each year. After October 1, Joyce will not move children to a different class unless there is space available and it would not disrupt the classroom balance, and without exhausting all other alternatives. This includes but is not limited to: informal conversations and problem solving, a conference with the parents and teacher, a meeting with the parents and program director (and teacher, if appropriate), and recommendations and tools for behavioral concerns. Joyce's parent outreach staff are also available to help work through any challenges a family may be experiencing.

## **Tuition Assistance**

Family income is used to determine tuition assistance and is required for those families requesting tuition assistance. Families who are requesting tuition assistance must attach 2019 completed taxes or 1 month's pay stubs to their registration and tuition assistance application. This income verification must be provided before the tuition assistance application will be processed.

Families are asked to submit proof of income from all parents or legal guardians of the child. If one of the parents or guardians does not work/receive income, we request that a Verification of No Income form be submitted along with the proof of income from the other parent/guardian.

For children whose parents and/or guardians live in separate households, we request income verification from both households, representing income from every parent or guardian who supports the child financially, or through housing, food/meals, clothing, and other necessities.

## **Supplementary Programming & Transportation**

Supplementary programming requests (Before School Program, Transportation, Lunch Bunch, After School Program, and Family Fridays Program) are processed separately from classroom enrollment, and have no impact on whether or not a student is placed in class.

We will make every effort to accommodate all supplementary programming requests, but cannot guarantee students will receive their extended-day requests even if they are placed in a class.

Joyce Preschool contracts with an outside bus service. After Joyce communicates student class placements in April to families, Joyce will communicate the addresses of all bus requests to the bus service company, which then plots a map of the addresses and finds the most efficient route to serve the highest number of students. Because this is an outside service, Joyce does not control the timetable and will not be able to confirm a bus roster until mid-August. Families using the bus service will be asked to sign a transportation contract outlining the policies used by Joyce Preschool and the bus company for safety and consistency.