

## **Fort Hunt Preschool Admissions Policy**

### ***Admissions: General Procedures***

The Fort Hunt Preschool formal enrollment process begins in January. FHP gives enrollment priority, in order of priority, to applications received from:

1. Children currently enrolled in the school;
2. Siblings of children currently enrolled in the school;
3. Children whose siblings, parents, or grandparents were past members of the cooperative;
4. Members of the Mount Vernon Unitarian Church; and
5. Families with none of the above affiliations.

After considering priority applications in categories 1 to 4 above, any remaining openings in the school are open to applicants in category 5 during a specified period of “open enrollment.” All applications received prior to the end of open enrollment are placed into a lottery. The lottery is a random drawing of names from applications received during open enrollment, though FHP may, at its discretion, make adjustments to ensure an appropriate gender balance.

Once classes have been filled using the lottery system, remaining applications are placed on a waiting list. Applications received after the lottery will be added to the waiting list by date of receipt.

The application fee of \$50 is nonrefundable.

### ***Admissions: “Young Two” Procedures***

Typically there are up to 16 students enrolled in Fort Hunt Preschool’s 2’s program. Children who will be 2 years old as of September 30 of the year for which admission is sought are eligible to apply to the 2’s program. However, our state license limits to no more than five (5) the number of children under the age of 2.5 who may attend school. Admission for the five spots available to children under the age of 2.5 is considered separately from the admission of children who will be over the age of 2.5 as of the first day of school.

FHP handles admissions for “young two” students (children who are under two and a half years old as of the first day of school) as follows:

1. FHP may fill its five available “young two” spots as part of its normal priority enrollment procedure (categories 1-4, above).
2. If there are any “young two” spots remaining for open enrollment (category 5, above), these will be filled during the course of the regular lottery drawing described above.
3. Once all five “young two” spots are filled, any remaining “young two” applicants will be added to a separate “young two” waiting list.

4. Should one of the five “young two” families accepted for admission choose to forego its spot in the 2’s program (e.g., the family discovers in July that they will be moving out of the area), then FHP will draw from the “young two” waiting list to fill that spot.
5. Should one of the 11 “older two” spots become available, then FHP will draw from the “older twos” waiting list to fill that spot. If the “older twos” waiting list is exhausted, FHP will endeavor to recruit additional “older two” applicants to fill any open “older two” spots until August 1.
6. If “older two” spots remain open as of August 1, FHP will notify families on the “young two” waiting list in order of priority about the possibility of a late-start admission into the 2’s program. Late-start admission means that a “young two” child on the waiting list would be able to attend FHP as of the date that one of the previously enrolled “young two” children reaches 2.5 years of age. For example, if one of the enrolled “young two” children reaches 2.5 on September 27, that child no longer counts toward the maximum of five “young two” students, and a young two may be enrolled in his/her place as of September 27.

The Admissions Chair will notify the “young two’s family offered late-start enrollment of the specific late-start date. The family will have three days from the date of notification to accept or decline a late-start.

Tuition and service hour obligations are prorated for late-start families based on the actual start date. Late-start families are required under our license to complete the 4 hour co-op parent training hour requirement by May 31 of the school year regardless of the late-start date.