

Fort Hunt Preschool Admissions Policy

I. Admissions: General Procedures

The Fort Hunt Preschool (“FHP”) formal enrollment process begins in December with our Priority Enrollment period, followed by an Open Enrollment period beginning in January. All applicants must be the appropriate age for the desired class on or before September 30 of the year for which admission is sought (for example, applicants for our 3s program must be 3 years old as of September 30 of the school year attendance is sought). In addition, applicants to our 2s program are subject to the additional licensing age restrictions discussed below in Section II.

During the Priority Enrollment period, FHP gives enrollment priority, in the following order, to completed 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.

An application is considered complete after receipt of both the completed application form and the application fee. The application fee of \$50 is nonrefundable.

After considering priority applications in categories 1-4 above, any remaining openings in our program are open to applicants in category 5 during open enrollment. All completed applications received prior to the end of open enrollment are placed into a lottery, which is a random drawing of names to assign numbers. These randomly generated numbers are used to assign priority for open admissions, in order of lowest to highest number. As much precedence as possible is given to lottery numbers, however, FHP may, in its discretion, take applicants out of order if it is in the best interest of our program, for example, to ensure an appropriate gender balance, as well as to fill our 2s classes while comporting with the licensing age restrictions discussed in Section II below.

Once classes have been filled using the lottery system, remaining applications are placed on a Wait List by order of original lottery number. Completed applications received after the lottery has been held are added to the Wait List by date of receipt.

II. Admissions: “Young Two” Enrollment Policy

FHP’s 2s program typically enrolls a total of 16 students. Children who will be 2 years (24 months) old as of September 30 of the year for which admission is sought are eligible to apply to the 2s program (children who will not be 2 years (24 months) old as of September 30 of the year for which admissions is sought are not eligible for our program). In addition, our state license limits the number of children under the age of 2.5 years (30 months) who may attend school to a maximum of five (5) children. **“Young Two” applicants are those applicants who meet the threshold age requirement of 2 years (24 months) old as of September 30 of the year for which admission is sought *and who will be under 2.5 years (30 months) old as of the first day of school* of the year for which admission is sought.**

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Admission for the up to five spots available to Young Two applicants is considered as follows:

1. During open enrollment, all applicants are assigned random lottery numbers as a single group. No distinction is made between Young Two applicants and other applicants for purposes of assigning lottery numbers.
2. Applicants for our 2s classes, like our other classes, are considered in order of their lottery numbers. Because the number of spots in our program open to Young Two applicants is limited to a maximum of five, Young Two applicants are considered as follows in order to comply with this state licensing age restriction:
 - a. If at least one of the maximum of five Young Two spots remains open at the time a Young Two applicant is considered based on lottery number, the Young Two may be offered a spot.
 - b. If all of the maximum of five Young Two spots are filled at the time a Young Two applicant is considered based on lottery number, the Young Two” is placed on the Wait List by original lottery number to be considered should a spot for which they are eligible become open, and FHP proceeds to the next lottery number
3. After all available spots in our 2s program are filled, all remaining 2s applicants are placed on the Wait List by order of original lottery number. Should a 2s spot become available, FHP first will consider applicants on the Wait List by lottery number and the process set forth in paragraph 2.
4. Should any 2s spots remain open after completion of the initial admissions process and the maximum of five Young Two spots are filled, FHP, in its discretion and in accordance with licensing regulations, may choose to fill an available spot with a Young Two via late-start admissions. Late-start admission means that a Young Two child on the Wait List would be eligible 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 the date that the enrolled Young Two child “ages in”, in this example, as of September 27.

The Admissions Chair will notify the Young Two family offered late-start admission 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.