

# The Enrollment Process

## at Apple Ridge Academy



Thank you for your interest in Apple Ridge Academy! We've created this document to help guide families through how the enrollment process works at Apple Ridge. Over the last several years, there has been a very high demand for childcare and Preschool / 4K programs, and Apple Ridge is fortunate to have a large and growing community of families within our program that keep our program near or at capacity! We are grateful for the support of our families and for their references and longevity with us. We could not do it without them!

We are thankful that your family has expressed an interest in learning more about our program and we encourage families to review all of the information provided on our website and to be upfront in asking questions that will aid in making your decision. The enrollment process moves relatively quickly, and our availability can change from day-to-day, so being prepared and prompt in your responses will offer the greatest opportunity for your family to secure a future enrollment at Apple Ridge Academy.

### **Initial Inquiry**

Inquire with the Executive Director, Ashley French, about upcoming availability at either of the Apple Ridge Academy locations. To evaluate our availability, we will need the following information from your family:

- Apple Ridge Academy location of interest (New Berlin and/or Brookfield)
- Child(ren)'s Name(s)
- Date(s) of Birth
- When you are looking for care to begin
- Days of the week you are looking for care
- If you have any flexibility in when care begins and/or days of the week for care

***Please note that the availability that the Executive Director discusses with you during the initial inquiry is subject to change at any time. No availability or space is 'held' or guaranteed until enrollment is secured as explained in the "Securing Enrollment" section below.***

### **Waiting List**

If Apple Ridge does not have any projected availability that matches your family's needs, you may choose to be placed on our waiting list. *Please refer to "The Waiting List Enrollment Process" document for additional information.*

- There is no fee to be on the waiting list. Families will be added to a monthly e-mail update list.
- If an opening becomes available, we will reach out to families on our waiting list whose needs match that of the opening to share information about the upcoming availability and to offer an opportunity to schedule a tour and/or secure enrollment.
- Things that may open up space sooner than initially projected, in which we would go to the waiting list for, may include (but are not limited to) a family moving away, deciding to stay home or having another family member watch their child, a job loss/change, a change in schedule, etc.
- Being placed on the waiting list does not guarantee or secure enrollment.
- It is impossible to know if or when a family from the waiting list may be offered an opportunity for enrollment. There are several factors that contribute to which families are offered waiting list spaces. These factors include child's DOB, schedule, flexibility, preferred start date, date of initial inquiry, etc. Families with flexibility are often more likely to have future enrollment opportunities arise.
- If your family is on the waiting list, we recommend reaching out every so often to confirm your interest, as well as update us on if there are any changes in your family's care needs.

## **Scheduling a Tour**

Upon being offered enrollment availability, and to move forward with the process of securing enrollment at Apple Ridge Academy, scheduling a tour is typically the next step. Tours will be scheduled with the Center Director at the location you are looking for. Families are not required to tour before securing enrollment, however, it is most often desired. Tours offer families the opportunity to see our classrooms and outdoor spaces as well as ask and specific questions and gather additional information about our programs at ARA.

- All tours are conducted during business hours: Monday- Friday, 6am to 6pm. The majority of tours are scheduled between 9am-5pm. Your tour request will be forwarded to the Center Director to confirm a date & time for your visit.
- We are not currently conducting tours for families who have joined the waiting list. Families on the waiting list may be invited in for a tour if/when we are able to offer an opportunity for future enrollment.
- At your tour, you will be given a folder containing information regarding tuition, policies, meals, curriculum and more. This information can also be found throughout our website.
- We will visit the classroom(s) applicable to your family and view the outdoor spaces.
- Families are encouraged to bring along their questions about Apple Ridge to discuss with the Center Director at the tour. Some families like to write their questions down on a list and bring them along... that is totally ok with us, otherwise we will share all of the information that we believe is applicable!
- If you are interested in moving forward with enrollment at Apple Ridge, securing enrollment at the end of the tour is highly recommended, as availability can change quickly.

## **Securing Enrollment**

We encourage families to review all of the information provided, including our payment policies and procedures prior to securing enrollment with us. Apple Ridge receives several inquiries each and every day and accepts enrollments on a first-come, first-serve basis so we understand that this may require families to move through the enrollment process quickly. Asking all of your questions upfront helps this process go quickly and smoothly!

Enrollment is not secured until Apple Ridge receives the enrollment pieces mentioned below.

- Apple Ridge Academy Enrollment Contract
- One-Week Tuition Deposit (*non-refundable*)
- \$100 Enrollment Fee (*non-refundable*)
- Signed Acknowledgement of the Tuition Rates and Payment Policies & Procedures

The Enrollment Contract may be completed at the end of your tour on-site or may be e-mailed in a timely manner. Upon receipt of the Enrollment Contract, your family will be enrolled in our Kangarootime system, in which you must finish creating your online account and then log-in to make payment of the non-refundable one-week deposit and enrollment fee to complete the enrollment process and ensure space is secured for your family.

## **Preparing for Your 1<sup>st</sup> Day**

Once your family's enrollment is secure, there are a few additional pieces that we will work through together prior to your child's first day. These are required for your child's first day with us.

- Complete Enrollment Paperwork will be e-mailed to you by the Center Director as a PDF. This includes a variety of forms with family information, health history, authorized persons, photo permissions, family preferences, etc.
- Upon completing the enrollment paperwork, you may e-mail this to the Center Director or schedule a time to drop it off in-person. We advise completing this at least one-week prior to your child's first day, but no more than three-weeks prior, as we want to ensure all the paperwork is accurate and up to date when your family starts with us.
- We welcome families to schedule a time to stop in for a brief introduction to the teachers, to drop off all necessary supplies and to receive your family's door access code. Though this step is not required, doing so may help your child's first day to go more smoothly for both of you!

***If at any time during the process you have any questions, please reach out to the Apple Ridge administrators for assistance. We are happy to help you through the enrollment process and to ensure that you are comfortable and confident in your decision regarding your child's care. We look forward to talking with you more in the days ahead and we hope to have the opportunity to welcome your family to Apple Ridge Academy soon!***