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| **Preliminary Enrollment Application** |
| The Children’s School, Inc.4770 Langston Blvd., Arlington, VA 22207Phone: (703) 462-5180Hours of Operation: 7:00 AM-6:00 PM, Monday-Friday |
| Is one parent employed by the Arlington County Public Schools? [ ] yes [ ]  no |
| Child’s Name: | Date of Birth: | Desired Entrance Date: |
| Age of Child at Entrance: | Any siblings currently enrolled at TCS?[ ] yes [ ]  no | Name(s) of siblings: |
| Previous Schools/Child Care Centers Attended (If any): | Previous Schools/Child Care Center Phone Number(s): | Current Child Care Arrangement (If any): |
| Reason for withdrawal from current child care arrangement? |
| Parent 1 Name: | Email Address: |
| Home Address: | Home/Cell Phone Number: |
| Employer and Business Address: | Work Phone Number: |
| Parent 2 Name: | Email Address: |
| Home Address: | Home/Cell Phone Number: |
| Employer and Business Address: | Work Phone Number: |
| * There is no guarantee of enrollment implied by the receipt of this form and fee.
* The preliminary application fee is non-refundable, under any circumstance:
	+ 1. APS (Arlington Public School) preliminary application fee: $50.00
		2. NAPS (Non Arlington Public School/Community) preliminary application fee: $100.00

This preliminary application is non-transferable.Applications for infants must include an estimated due date; the due date must be within nine months of the application submission date. You agree to any future amendments to this document.All placements/spots will be filled in September of each school year. If there are open spots mid-school year, they will be filled according to the wait list and desired entrance date. If your child receives an enrollment offer and you wish to defer, there is an additional $25 charge to remain on the wait list.If your child receives an enrollment offer and the desired entrance date differs from the current available start date, there is guaranteed placement offered if the holding fee payment(s), due on the 1st of each month, are remitted until your child is ready to start. The Guaranteed placement will be rescinded if there is failure to remit holding fee payment(s).Please make checks payable to The Children’s School, Inc. The application and application fee payment must be submitted to be processed together in order for an active status on the wait list. All preliminary applications will remain on active status until the child gets admitted, ages out of The Children’s School program, parents request for the application to be removed from the wait list, or The Children’s School Inc. ceases to exist or is dissolved. Your processed check will serve as a confirmation and receipt of your preliminary application. Applicants will receive a letter of acceptance via email from The Children’s School by the end of June and, if applicable, decline letters by the end of July. The Children's School does not discriminate on the basis of sex, race, color, creed or national origin.I give permission for The Children’s School to contact my child’s current/previous school or program (if applicable) for further inquiries. I give permission for my child to be observed in the classroom setting prior to admission.I have reviewed, understand, and agree to fully comply with the above policy. |
| SIGNATURE: | PRINT NAME: |
| DATE: |

**FOR OFFICE USE ONLY:**

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| Date received: | Amount Paid: | Check/MO #: |
| Application: Approved/Declined | For School Year: 20\_\_\_\_\_\_\_  |  |

**WHAT IS THE CHILDREN’S SCHOOL?**

The Children’s School, Inc. (TCS) is a non-profit corporation established by employees of Arlington Public Schools (APS) to provide quality childcare and early childhood experiences for their children. Opened in 1987, the program was the first childcare facility in the United States to be owned and operated by employees of a large school system. Since then, TCS has gained a national reputation as a model facility. The program is an inclusive community-based program licensed to care for children from infants (must be at least 2 months old) through 4 years old.

As an inclusion site, TCS works very closely with Preschool and Special Education programs of Arlington Public Schools. There are several special education preschool classes included in the overall make-up of The Children’s School. TCS serves approximately 150-200 children consisting of infants, toddlers, and preschoolers. It has a staff of approximately 45 employees consisting of teachers, assistants, and 20 APS adjunct faculty, which includes special educators, assistants, and therapists.

**WHAT IS A COOPERATIVE?**

#### Every family enrolled in TCS automatically joins the co-op. The school embraces a parent involvement requirement of approximately twelve hours of volunteer time per year. This service is not restricted to classroom participation, as TCS can use help from a wide variety of parent skill areas.

**WHO MAY ATTEND?**

TCS was initially established for children whose parents are employed full by the Arlington Public Schools. These individuals are given priority admission. Families who reside in Arlington or surrounding communities are also welcomed to apply.

**HOW DOES THE SCHOOL WORK?**

TCS is open Monday through Friday from 7:00 a.m. to 6:00 p.m. During all hours of operations, our children enjoy a variety of outside play combined with creative indoor activities. Nutritious meals and snacks are served throughout the day at no extra cost. All enrolled families are members of the cooperative.

TCS is licensed by Arlington County and the State of Virginia.

**WHO RUNS THE SCHOOL?**

The Board of Directors sets policies and hires an experienced Director to run the daily operations of the program. The Director is responsible for the hiring of a capable and professional staff, as well as insuring that state and local licensing standards and regulations are maintained.

**WHAT ARE THE BENEFITS?**

Good dependable childcare is difficult to find in the Washington Metropolitan Area. At TCS, the children receive top quality care at a reasonable cost. Comfort, assurance, and peace of mind for parents allows for a strong, positive morale. The School system benefits by having reduced employee absenteeism and turnover and productivity is increased. The availability of quality childcare is used as a recruiting tool for the Arlington Public School System. As an Inclusion Model Program, the children attending TCS benefits from a wide variety of early childhood learning experiences, with a range of challenges suitable for all age groups.

TCS is dedicated to providing children safe, nurturing opportunities to discover and grow. Through a developmentally appropriate curriculum, the staff and administration are committed to provide your children the opportunity to explore their world, and to learn from their experiences.

**THE CHILDREN’S SCHOOL TUITION RATES 2023-2024 (subject to change):**

**September 1, 2024 – August 31, 2025**

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|  | APS Employees | Non-APS Employees |
| Preliminary Application fee | $50 | $100 |
| Infants | $2200/month | $2530/month |
| Young Toddlers(1 year old +) | $1960/month | $2254/month |
| Older Toddlers(2.5 years old +) | $1660/month | $1909/month |
| Pre-K 1(3 years old +) | $1480/month | $1702/month |
| Pre-K 2(4 years old +) | $1360/month | $1564/month |

## APPLICATION FEE- $50 (APS)/ $100 (NAPS)

This is a one time, non-refundable charge. It serves as the application fee to be placed on the waiting list. To apply for admission, please fill out the application form and submit it along with the application fee with a check or money order.

REGISTRATION FEE- $50

Once accepted to the program, you will be required to pay the $50 annual registration fee. The registration fee is due at acceptance, and annually thereafter in April.

### TUITION FEES-

Tuition fees are due on the 1st of each month, but no later than the 5th. A Late Payment for Tuition is subject to a $50 fine payable to TCS. Families must enroll and utilize Brightwheel software’s autopayment tool for monthly tuition payments. Students remain in their assigned classrooms through the entire school year (September – August), and tuition rates remain static for that duration.

PLACEMENT HOLDING FEES-

If a child has received an enrollment offer, but the desired entrance date is different from the current available start date, the offer comes with guaranteed placement. Guaranteed placement will only occur when the parent or guardian pays a monthly holding fee starting on September 1st until the child is ready to start.

If the placement holding fees are not paid, the guaranteed placement offer will be rescinded, meaning the child will not have a guaranteed spot at the school. Please review the terms and conditions of the enrollment offer carefully and the payment requirements and the consequences of not meeting them.

LATE PICK-UP FEE– There is a minimum charge of $20 between 6:00 PM and 6:10 PM. Each additional minute is a $3 after 6:10 PM.

RETURNED CHECK FEE– Any check returned for insufficient funds or for any reason will be subject to a $50 fine payable to TCS.

**The Children’s School Calendar of Closed Days**

**2024-2025 School Year**

(All dates, with the exception of holidays, are subject to change)

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| **Dates** | **The Children’s School is Closed due to** |
| September 2, 2024 | Labor Day |
| October 3, 2024 | Rosh Hashana |
| November 1, 2024 | Diwali |
| November 11, 2024 | Veterans Day |
| November 27-29, 2024 | Thanksgiving Break |
| December 23-31, 2024  | Winter Break |
| January 1-3, 2025 | New Year’s Day/Winter Break |
| January 20, 2025 | Martin Luther King Day |
| February 17, 2025 | President’s Day |
| March 31, 2025 | Eid al-Fitr |
| April 17-18, 2025 | Spring Break |
| May 26, 2025 | Memorial Day |
| June 19, 2025 | Juneteenth |
| July 2, 2025 | Staff Professional Training Day |
| July 3, 2025 | Staff Professional Training Day |
| July 4, 2025 | Independence Day  |
| August 11-12, 2025 | Staff Professional Training Days |