

# ST. ELISABETH'S NURSERY SCHOOL

556 Vernon Avenue, Glencoe, Illinois 60022

847-835-0609

[www.stelisabethsnurseryschool.org](http://www.stelisabethsnurseryschool.org)

## APPLICATION POLICIES & PROCEDURES

The objective of our enrollment process is to enroll a balanced class of three and four-year-old girls and boys while taking into consideration our classroom space and desired staff-to-student ratio. Applications are processed according to the list of enrollment priorities provided below. Please submit applications for admission in person or by mail to:

St. Elisabeth's Nursery School

556 Vernon Avenue

Glencoe, IL 60022

Attn: Enrollment Committee

### **Enrollment Priority**

Enrollment priority shall be given to applicants as follows:

1. Returning Students
2. Siblings of Returning or Alumni Students with a parent who is currently serving or who has served in the past on the Board of Directors
3. All other Siblings of Returning or Alumni Students
4. Children of Alumni Students (i.e., Legacies)
5. Children of Parishioners of St. Elisabeth's Episcopal Church
6. Open Enrollment
  - Should the number of Open Enrollment applicants exceed the remaining number of places available after the above enrollment priority categories have been considered, then a lottery shall be held. This lottery shall take into consideration the age and gender of the applicants so that an optimal balance of boys and girls and three-year-olds and four-year-olds is achieved.

No special consideration shall be granted to applicants who have attended or whose siblings have attended the Summer Camp at St. Elisabeth's Nursery School unless such applicants fall into enrollment priority categories 1-5 listed above.

No special consideration shall be granted to friends or other extended family members of current or alumni students of St. Elisabeth's Nursery School unless such friends or extended family members fall into enrollment priority categories 1-5 listed above.

No "donations in exchange for acceptance" or the like are to be considered in the enrollment process.

## Admission of Multiples

Parents of multiples should complete a separate application for each child and also submit a separate application fee for each child. "Multiples" are defined as follows: 1) twins, triplets, quadruplets, etc., regardless of gender mix; and 2) any siblings applying for admission in the same age group, regardless of gender mix.

Multiples shall be admitted as a collective unit according to the list of enrollment priorities provided above.

When a lottery is required to fill the incoming class, any set of multiples deemed part of the Open Enrollment category on the list of enrollment priorities provided above shall be drawn in the lottery as a collective unit. For purposes of this lottery, an evenly mixed gender set of multiples shall be categorized as either "male" or "female" depending on which gender category is needed most to achieve an optimal gender balance of the incoming class. (For example, a mixed gender set of twins will be categorized as "male" if more boys are needed or "female" if more girls are needed.) However, an unevenly mixed gender set of multiples shall be categorized as either "male" or "female" depending on which gender is predominant in the set. (For example, a mixed gender set of triplets will be categorized as "male" if two of the three triplets are male or "female" if two of the three triplets are female.)

- An entire set of multiples shall be admitted if drawn and if space is available to accommodate all members of the set.
- An entire set of multiples shall not be admitted if drawn but space is not available to accommodate all members of the set. Instead, admittance will be awarded only up to the number of available spaces and the remainder member(s) of the set of multiples shall be placed on a "special priority" wait list. Then, should **any** openings arise, the waiting member(s) of the set of multiples shall be admitted from the "special priority" wait list, regardless of the waiting member(s) gender or age. (For example, if a set of triplets is drawn in the lottery but only one space remains to fill the class, one of the triplets will be admitted and the second and third triplets will be assigned to the "special priority" wait list. The next spot that opens will be awarded to one of the waiting triplets, regardless of such triplet's gender or age. Then, the next spot that opens will be awarded to the final waiting triplet, regardless of such triplet's gender or age).

After the class has been filled by lottery, any set of multiples that has not yet gained admittance will be separated and each member of the set will be drawn as an individual in a secondary lottery for purposes of placement on one of the appropriate standard wait lists (i.e., four-year-old girls, four-year-old boys, three-year-old girls, three-year-old boys). Should an opening arise and be filled by one waitlisted member of a set of multiples, then **any** subsequent openings that arise shall be offered to the remaining waitlisted member(s) of the set of multiples, regardless of his/her/their position(s) on any of the standard wait lists.

## Deposit

A \$200 deposit is due with your application to St. Elisabeth's Nursery School. If your child is accepted, this deposit is non-refundable and shall be applied toward tuition for the school year. If your child is placed on a waiting list, this deposit shall be held until the waiting list is closed on the first day of school. If your child is not accepted into the program from the waiting list by the first day of school, this deposit shall be returned to you at that time. If you do not wish to have your child placed on the waiting list or you wish to withdraw your child from the waiting list prior to the first day of school, this deposit shall be returned at the time that you provide notice to the Enrollment Committee.

## Tuition

Parents are responsible for all tuition payments. Tuition is divided into three equal payments. The first payment is due within three weeks of your child's acceptance into St. Elisabeth's Nursery School as a requirement for reserving your child's place in the program. The second payment is due on May 1<sup>st</sup> prior to the beginning of the school year. The third and final payment is due on September 1<sup>st</sup> prior to the beginning of the school year. **As such, your child's tuition shall be paid in full prior to the beginning of the school year.** Please contact the President of the Board of Directors to discuss alternative tuition payment arrangements if necessary.

## Withdrawal

All tuition payments are non-refundable. If you withdraw your child from St. Elisabeth's Nursery School **on or before May 1<sup>st</sup>** prior to the beginning of the school year, you are not liable for the second and third tuition payments. If you withdraw your child from St. Elisabeth's Nursery School **after May 1<sup>st</sup>** prior to the beginning of the school year, you are liable for the second and third tuition payments.

### Exceptions

#### *1. Withdrawal before September 1<sup>st</sup>*

If you withdraw your child from St. Elisabeth's Nursery School **before September 1<sup>st</sup>** and the Board of Directors fills the subsequent vacancy **before September 1<sup>st</sup>**, the Board of Directors will refund the tuition payments previously made except for a \$250 withdrawal fee.

If you withdraw your child from St. Elisabeth's Nursery School **before September 1<sup>st</sup>** but the Board of Directors cannot fill the subsequent vacancy until **after September 1<sup>st</sup>**, you will be liable for tuition on a per-week, pro-rata basis until the week that the replacement student begins to attend St. Elisabeth's Nursery School. In addition to the per-week, pro-rata tuition, you will be liable for a \$250 withdrawal fee. Any other tuition payments previously made will be returned to you.

## *2. Withdrawal after September 1<sup>st</sup>*

If you withdraw your child from St. Elisabeth's Nursery School after September 1<sup>st</sup> and the Board of Directors fills the subsequent vacancy, you will be liable for tuition on a per-week, pro-rata basis until the week that the replacement student begins to attend St. Elisabeth's Nursery School. In addition to the per-week, pro-rata tuition, you will be liable for a \$250 withdrawal fee. Any other tuition payments previously made will be returned to you. **Based upon prior history, it is highly unlikely that the Board will be able to fill a vacancy after the commencement of the school year.**