

## **Admissions & Enrollment Procedures For Early Childhood Program**

Thank you for your interest in Charlottesville Waldorf School. The admissions procedure involves 5 steps:

1. **School Tours, Observations in Classrooms:** Parents begin the process by touring our school with our Enrollment Director. This may be done either during an Observation Morning, "A Day in the Life," or on a separate visit.
2. **Open Houses:** Families of prospective Early Childhood applicants are invited to attend an Open House during which the children can explore our classrooms and parents can visit with a faculty member.
3. **Application:** Parents submit to CWS: a completed Application for Admission; a non-refundable \$50 application fee; a recent photo of the applicant; and a teacher recommendation.
4. **Family Interview and Scheduling of Student Visit:** Upon receipt of all completed forms and fees, the Enrollment director will contact the family to schedule further admissions appointments. An Early Childhood student visit may range in length from a forty-five minute visit among a group of applicants to a visit of several consecutive days in the classroom during school hours. This is determined by the faculty and arranged with the parents. A teacher may request a separate meeting with the parents either prior to or simultaneous with the student visit.
5. **Notification:** Upon completion of the admissions process, the family will be notified of our admissions decision and the appropriate enrollment forms will be provided for all accepted applicants.

The enrollment procedure involves the following steps:

1. **Enrollment and Registration Forms:** If a child is invited to enter our Early Childhood program, then the family will be provided with enrollment and registration forms. A \$500 deposit (or \$100 deposit if applying for "Accessible to All" tuition adjustment program) is also due with the completed tuition contract and other forms.
2. **Enrollment & Start Date:** Once CWS receives ALL completed enrollment and registration forms, a starting date for the child's first day at CWS will be set.
3. **Ongoing Evaluations:** Every child is evaluated each year for admission into the next year's grade; *admission for one year is not an absolute guarantee of admission for a subsequent year.*

We look forward to hearing from you soon. If you have any further questions about this process, please contact us at [info@cwaldorf.org](mailto:info@cwaldorf.org).

Charlottesville Waldorf School admits students of any race, color, national and ethnic origin, or religion.