

## How to apply for enrollment

The Early Education Center enrolls a maximum of 18 children per morning. September enrollment is first offered to currently enrolled children and their siblings before we open enrollment to new families.

New families are offered enrollment on a first-come first-served basis based on the date we receive your complete application, until we are fully enrolled. If need be, we will look to the date you first contacted us to break a tie.

	What	How	When
1	Inquire	Go to the Blue Hills website: <a href="http://www.Bluehills.org">www.Bluehills.org</a> Click on the Community tab, then Early Education Center, and click on the <u>Inquiry link</u> . Complete the form. We'll get back to you as soon as possible.	Anytime. If we are currently fully enrolled the link will open in January.
2	Schedule a visit	Call 781-828-5800 x 295 to schedule an appointment to visit. Visits are Tuesday-Friday mornings between 9:00-11:00	January to April
3	Visit	Accept the Google calendar invitation that we will email to you. Show-up at the front door of the high school for your visit, During the visit we will confirm your mailing address for the application paperwork.	January to April
4	Apply	We mail out the Application packets. You complete and return the Application form, \$50 Application fee, and a signed tuition policies.	April 1st, then ongoing
5	Enrolled	We will notify you that we have an opening available to enroll your child. You must reply within a week to accept or reject the spot.	Mid-April on
6	Wait List	If we have more applications than available spots, we will return your application fee, and maintain a waiting list based on the date we received your complete application. We will notify you if / when an opening becomes available.	Ongoing
7	Deposit	Pay the tuition deposit to guarantee your enrollment.	Prior to June 1st
8	Contact information	We will email you an electronic form to complete with names and phone numbers of your emergency contacts. Included will be the dates of Orientation and the first day of preschool.	August 1
9	Paperwork	As soon as we return to school in September we will mail you all of the required paperwork (permissions, etc) to complete before the first day of school. You will also need to provide us with a copy of your child's most recent physical exam.	First week of September.
10	Orientation Day	All enrollment paperwork must be completed and returned on the Orientation Day, including a copy of your child's most recent physical. Plan to spend some time with your child in the classroom, meet other families and meet the student teachers.	Mid-September
11	First day of preschool	Depending on the Blue Hills school calendar, the first day of preschool will be soon after the Orientation Day. We will not accept enrollment paperwork on the first day of school.	Late September