



208 Poker Hill Road Underhill, VT 05489 802-899-3716 www.pokerhillschool.org

## **APPLICATION FOR ADMISSION**

*Date of desired admission: September of \_\_\_\_\_*

*Please include \$50.00 application fee.*

**Child's Name:** \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Elementary School child will attend: \_\_\_\_\_

**Parent or Guardian's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Parent or Guardian's Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Has your child attended any other school? Where and how long?** \_\_\_\_\_

\_\_\_\_\_

**Has anyone in your family attended Poker Hill School? Who and when?** \_\_\_\_\_

\_\_\_\_\_

**List of siblings and birth dates:** \_\_\_\_\_

Preferred program, according to age of child at time of admission:

\_\_\_\_\_ 3 years old by September 1: Tuesday and Thursday program

\_\_\_\_\_ 4 years old by September 1: Monday, Wednesday and Friday program

Applications are processed in order of receipt

Office Use only.

Date Received: \_\_\_\_\_

Date Admitted: \_\_\_\_\_

Check # \_\_\_\_\_

Cash \_\_\_\_\_

Toured: \_\_\_\_\_

## **Timeline for the application and admission process**

### **As soon as possible: Submit an application.**

Names are added to our waitlist once we receive a completed application. Children of alumni and siblings of alumni are added to the list for enrollment. All other applicants are added to our waitlist in order of receipt.

### **After submitting an application: Schedule a tour.**

A tour will give you a chance to learn more about the process of finding a preschool that is a good fit for you and your child, and will give you the opportunity to learn more about our program specifically. Tours can be scheduled as soon as your application is received, or can wait until closer to your child's start date.

### **One year before your child begins preschool: Look for an email regarding your child's enrollment status**

In October or November of the year before your child is due to begin preschool, we make up our enrollment lists. We start by admitting all children of alumni and siblings of alumni. Next, we admit children who are on the waitlist in order of when applications were received.

### **by November 30: Confirm enrollment for your child**

After receiving notification that your child has been accepted for admission at PHS for the following school year, please confirm your decision by sending us a message. Please include any information regarding changes in status since your application was submitted, such as change of address or contact information, changes in health needs or allergies for your child, or family needs.

### **March: Complete enrollment paperwork**

Once we have our enrollment list complete, we will send out links for forms that must be completed for each child. These forms include general information, enrollment form, and permissions. These forms are all online through the Brightwheel app, the app that we use for communicating with families throughout the school year.

### **April: Apply for Act 166 funds**

Poker Hill School is a qualified prekindergarten program through the State of Vermont and therefore children enrolled in Poker Hill School are encouraged to apply for and receive publicly funded tuition (10 hours a week, for 35 weeks during the school year). It is important that families apply through their school district in order to receive this funding.

### **April: Sign up for summer camp session**

In August, we offer half-day summer camps to introduce children to our staff and program. This is a great way for your child to get to know other children in the program, the teachers, and the routines of Poker Hill School. Summer camps are not mandatory, but do offer a great introduction to our program. Camps are billed separately from school year tuition.