

# John XXIII Center/White Oaks School

## Enrollment Instructions for 2017-18

### **I. New Child Application for Admission/Enrollment Process**

From the John XXIII Website ([www.john23mcc.org](http://www.john23mcc.org)) click on the Admissions tab to start your Application for Admission. If you are a family that is new to John XXIII Center, you will be instructed to create a user account, and complete the application form online. Current families will be instructed to sign into their user account to begin a new child application. This application, along with a \$50 per child non-refundable, non-transferable application fee, is to be submitted to TADS either by automatic bank draw, online credit card, or mailed check.

**February - March:** While applications are accepted throughout the year, our admissions process officially opens in February for the upcoming academic year. During February and March, our currently-enrolled families are invited to confirm their re-enrollment for the upcoming year, and are given priority in filling any available openings up until **April 1<sup>st</sup>**.

**April/May:** Based on available openings, parents of new applicants will be contacted by the Center in April/May to schedule a parent observation (if not done before application) and a new child visit/interview. (In the case of very young children, a second interview may be scheduled in August immediately prior to the start of the academic year.)

**Financial Aid:** All parents (once completing their application for admission,) are given the option to apply for financial aid from their family user account on the TADS site. The deadline for applying for financial aid is **May 1<sup>st</sup>** for the upcoming academic year.

**June:** Following the interview process, parents of newly-accepted children will be notified by the Center of their acceptance, and directed to confirm their acceptance online through TADS. This enrollment step will include completing an **Enrollment Registration** for each child and submitting a non-refundable/non-transferable **tuition deposit** of **\$50** for each weekly Atrium child and/or **\$200** for each child enrolling in the Primary/Elementary Academics + Atrium Program or White Oaks School. A child is considered enrolled only when the Enrollment Registration is completed and the deposit is received by TADS.

**Tuition Payment:** Newly-enrolled families will receive an email notification from TADS in midsummer, directing them to set up their tuition payment plan. There is no service charge for single or two-payment plans; a flat \$45 per family service fee is automatically charged for the 8-month payment plan. All tuition payments are to be made via TADS, through online direct bank withdrawal or credit card (3% credit card fee applies.) Tuition payments are not accepted through the mail.

**Late Applications:** While the Center does accept Applications for Admission at any time, the application fee increases to \$100 per child after August 1<sup>st</sup> of any upcoming academic year.

**August 1:** First tuition payments for the academic year due

**September 5:** First week of White Oaks Middle School

**September 11:** First week of John XXIII Center sessions.

**Six-week Observation Period:** As a part of the discernment process for meeting the needs of each child, the Center year begins with a six-week observation period for all new children. During this period the readiness of

each new child in these unique environments is observed. We fully expect the successful integration of every newly enrolled child to our programs and make every effort toward the achievement of this goal. With the foremost goal being a positive outcome for both the child and the Center, after consultation, a family may be asked to wait until later in the year, or the following year, to have their child reenter the program, or may be asked to withdraw their child from the John XXIII MCC program. In any of these events after the six weeks, only 25% of the withdrawn child's annual tuition (after deposit) is due. Any amount paid in excess of that 25% will be refunded or, at the choice of the family, applied to reentry if applicable. In the case of reentry later in the year, tuition due will be prorated appropriate with the sessions remaining in the year.

## II. Returning Child Re-enrollment Process

**February – March: The Re-enrollment Period:** The early Re-enrollment period for current children lasts **until April 1<sup>st</sup>**, during which time current children are given priority when filling available openings, and the **discounted tuition rates** apply. Please note that after April 1<sup>st</sup>, enrollment is opened equally to all applicants on a first-come, first served basis and the Center cannot guarantee placement for a current student. If there is any question regarding the status of a student's eligibility for re-enrollment, the Center will notify the family during this early re-enrollment period.

**Re-enrollment Online:** All currently-enrolled families will receive an email in early February, directing them to the TADS Enrollment link to complete their child's re-enrollment online. Parents will need to complete a separate **Enrollment Registration** for each returning child and submit a non-refundable/non-transferable **tuition deposit of \$50** for each weekly Atrium child and/or **\$200** for each child enrolling in the Primary/Elementary Academics + Atrium Program or White Oaks School. A child is considered enrolled only when the Enrollment Registration is completed and the tuition deposit is received by TADS. Parents will also be directed to the **Admissions Application** section for any new children they would like to apply for our program. (see *New Child Application Process*, above.)

**Program Changes:** If there are no changes to your child(ren)'s particular program/session, your re-enrollment process is completed when the deposit is paid. **If you are interested in making a change in programs** (i.e. from Atrium to Three Morning or vice versa, or from one Atrium session to another,) please indicate this online, in the comment box when selecting your child's program, and we will contact you for any necessary discussion or interviews. You may also initiate discussion of these matters at any time during the re-enrollment period by contacting the office. All changes between programs/sessions are dependent on space available and are made at the discretion of the Center, and require that deposits (for the requested program) be paid. Also, whenever a child enters a new environment or program, the six-week Observation Period applies (see *Six-Week Observation Period*, above.)

**Financial Aid:** Parents are given the option to apply for financial aid from their family user account on the TADS site. The deadline for applying for financial aid is **May 1<sup>st</sup>** for the upcoming academic year.

**Tuition Payment:** Parents will receive an email notification from TADS in midsummer, directing them to view their payment agreement and select a payment method. There is no service charge for single or two-payment plans; a \$45 per family annual service fee is automatically charged for the 8-month payment plan. All tuition payments are to be made via TADS, through online direct bank withdrawal or credit card (3% credit card fee applies.) Tuition payments are not accepted through the mail.

**August 1:** First tuition payments for the academic year are due.

**September 5:** First week of White Oaks Middle School

**September 11:** First week of John XXIII Center sessions.