



Admissions Procedure

Admission Date:

Creekwood offers rolling admissions. However, in order to be considered for the first round of review, the Admissions Office should receive all application materials by April 30th.

Classroom Visits

Parents of prospective students are invited to attend classrooms for observation during a morning session. This time is used for observation only. Discussions with the teachers must be kept to a minimum as they are required to ensure their attention is directed to that of their students and activities. Any discussions about the class can be attended to at a later date with the Director or teacher.

Entry for Academic Year

The decision about each child's placement is made by the school after review of all pertinent information concerning his/her learning style; academic, social, and emotional development; individual strengths and weaknesses; and school history. Input will be requested from all those who have worked or are currently working with your child. Whilst we do not test children for entry we do require prospective students to meet with a staff member for an interview. This process helps ensure that we can meet the needs of your child.

Creekwood Cottage Preschool reserves the right to exercise discretion on age entry criteria and to exclude children whose behaviour or educational needs cannot be met by the school.

Applications will be assessed upon receipt of all requisite documentation, and notification of outcome will be advised in writing. Applications are processed and secured on a first come first served basis.

Registration Procedure

To register your child at Creekwood Cottage Preschool, you must submit the following:

- Application Form.
- A \$150 non-refundable registration fee[≠], due April 30th.
- A one month tuition deposit, due June 1st.
- Immunization and relevant health records.

[≠] This registration fee is refundable only if the school withdraws the offer of a place. Applications submitted without the registration fee will not be considered.

Note: Should a child enter part way through the year, the tuition will be pro rated for that month, which will be due immediately, in addition to a further one month tuition deposit.

Classes Offered and Tuition Schedule

Available for Pre-K 3, Pre-K4 and K

Mornings are all taught in English.

Afternoons are taught in Spanish, French and German.

Programme A - 5 day

Hours: 9.00 a.m. – 3.00 p.m. (M-F) \$8,100

Programme B - 3 days

Hours: 9.00 a.m. – 3.00 p.m. (M, W, F) \$5,400

Programme C - 2 days

Hours: 9.00 a.m. – 3.00 p.m. (T,T) \$3,900

Teacher/student ratio - 1:7 for Pre-K3 and Pre-K4; 1:8 for kindergarten

Note: All kindergarten children must enroll full time.

*** Priority enrolment is given to students who are participating in Programme A

Payment Options

The following payment options are offered.

- Monthly — Two months due up front, with 8 consecutive equal monthly payments due on the 1st of every month thereafter.
- Term — Three unequal payments due September 1, January 1, and April 14
- Annually – Due September 1.

Receipts will be issued upon request.

Withdrawal

A 30 day paid notice of withdrawal must be submitted in writing.

Late/Penalty Fees

An account becomes past due on the 10th of the month. A late fee of \$25 will be assessed for past due amounts and \$35 for returned checks.

***Creekwood Cottage Preschool admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, scholarship and loan programs, or athletic and other school-administered programs.

For more information call 281.516.1568 or email creekwoodcottage@gmail.com