



The Children's Center of Weston

Mailing address: PO Box 445, Weston, MA 02493

2 Alphabet Lane Weston, MA 02493 (781) 891-8029

e mail: ccweston31@gmail.com web: ccweston.org

April 24, 2023

Dear Parents and Families:

We hope this letter finds you and your family in good health this spring. We are thrilled to announce the enrollment application process. If you are interested in applying for the 2023-2024 school year, enrollment application forms must be submitted to the Children's Center of Weston as per the instructions below.

Enclosed please find the enrollment application package for the school year beginning September 2023. The forms should be completed in full and returned to the above address with a \$200.00 deposit for the first child, and \$100.00 deposit for each additional child by May 19th. Be sure to include an application form for each child, including any new rising Kindergartner(s).

***It is important to note that by submitting the enrollment application form, enrollment is not confirmed*. The Children's Center of Weston will confirm, via email, enrollment for your child/ren on May 26th. You will be notified separately should your child/ren be placed on a waitlist.**

If your enrollment is not confirmed on May 26th, any deposit submitted with your application will be returned to you. If your enrollment is accepted, your deposit will be retained and applied to the last tuition payment of the 2023-2024 school year.

Prioritization will be given to applications for returning families, faculty families, and families requiring the greatest number of hours of care and new Kindergarten families. Within these parameters and to the best extent possible we will place families who may have been previously waitlisted into available spaces within the program grades.

Enclosed please find the Children's Center of Weston enrollment application package for the school year beginning September 2023. There are two steps to this process:

1) Enrollment application forms should be submitted via email to ccweston31@gmail.com by May 19th. The form is a PDF fillable form. You may also print and send the enrollment application materials with deposit to CCW. Please note that all white pages of this packet must be complete, signed, and dated for us to consider your enrollment application. We will return any incomplete forms.

2) Enrollment application deposits should be mailed with the deposit form to CCW by May 19th. You may also choose to pay with PayPal by following the link on the deposit form. Please add 3% to your PayPal payment for processing. If you are confirmed for enrollment and you choose to withdraw after July 5, 2023, the enrollment deposit is non-refundable if the space is not filled by August 31, 2023. The Children's Center has some financial assistance available for qualifying families. Please contact us for these forms.

Please note any schedule changes during the school year that result in a decrease in your child's hours of enrollment (unless due to changes in life circumstances, i.e., loss of job, medical reasons, etc.) must be submitted with a schedule change form and are subject to review and approval. Schedule changes impact our attendance and staffing and for safety (and administrative) purposes it is important to limit, accommodate, and approve these changes in writing.

The Children's Center of Weston's classrooms are in the Woodland School and the Country School. Children from the Field School, the Woodland School and the Country School will be coming together in the afternoon hours and combining in classrooms at the Children's Center periodically. CCW Kindergartners and first graders come together in one classroom at Woodland School, and CCW first and second graders come together in one classroom at Woodland School. First grade is split between two classrooms by age and other variables. CCW third, fourth, and fifth graders come together at the Country School in one classroom. Please see detailed program explanations below in this enrollment application letter.

Classroom Assignments

*Description of 2022-2023 school year**

Children entering 4th or 5th grade in September:

Our classroom is in the Country School and is a 3rd- 5th grade classroom upstairs in Room 21. The children will have a quick walk from Field School to Country School at regular dismissal time. A CCW teacher will meet the children at the front of Country School and greet children. Children arriving to CCW will use the entrance and exit off the playground hard top to arrive and depart from the program.

Children entering 3rd grade in September:

Our classroom is in the Country School and is a 3rd-5th grade classroom upstairs in Room 21. Third grade children attending school at Woodland School will have a quick bus ride from Woodland School to Country School at regular dismissal time. A teacher will meet the children at the front of Country School and greet children off the bus. Children arriving to CCW will use the entrance and exit off the playground hard top to arrive and depart from the program. Third grade children attending school at the Country School will walk directly to the CCW classroom (Room 21 upstairs located next to the third-grade classroom wing).

Children entering Kindergarten through 2nd grade in September:

Our K-1classroom is in Woodland School in Room 16. Children attending Woodland School and attending Kindergarten at Children's Center will walk to the Children's Center classroom in the Woodland school third-grade hallway. Children attending Country School for Kindergarten will take a short bus ride at the end of the school day from Country School to Woodland School. A Children's Center teacher will meet our Kindergartners at the bus upon arrival. Our 1st -2nd grade classroom is in Woodland School in Room 17. Children attending Woodland School in 1st and 2nd grade and attending Children's Center will walk to the Children's Center classroom in the 3rd grade hallway. Children attending Country School in 1st and 2nd grade will take a short bus ride at the end of their school day from Country School to Woodland School. A Children's Center teacher will meet the children at the bus. Children will be met and arrive and depart from the same entrance each day at the end of the Woodland School third- grade hallway.

**All classroom assignments are subject to change depending on enrollment.*

Mailing address (for all payments)

Children's Center of Weston (CCW), PO Box 445, Weston, MA 02493 or
Children's Center of Weston (CCW), 2 Alphabet Lane, Weston, MA 02493

Thank you for your patience as we process enrollment applications. Our ability to accommodate children is limited by the space allocated to us by the town of Weston, our state licensing capacity (including state mandated teacher to student ratios), and our ability to hire and retain sufficient teachers.

Please do not hesitate to contact us at ccweston31@gmail.com if you have any questions. Please visit our website at <https://www.ccweston.org> for more information.

Sincerely,



Beth Perry, Director
She/Her/Hers





The Children's Center of Weston

Mailing address: PO Box 445, Weston, MA 02493

2 Alphabet Lane Weston, MA 02493 (781) 891-8029

e mail: ccweston31@gmail.com web: ccweston.org

2023-2024 Enrollment Application Deposit Form

Child/ren Name/s: _____

Parent Names: _____

Parent Email address: _____

Parent Phone number: _____

Date: _____

Check Number: _____

Amount: _____

Please print, fill out, and enclose this form with your deposit payment and mail to:

**Children's Center of Weston
PO Box 445, Weston, MA 02493**

Or

**Children's Center of Weston
2 Alphabet Lane
Weston, MA 02493**

If you are submitting your deposit payment via your online banking "bill pay" service, you do not need to submit this form, but please send an e mail to ccweston31@gmail.com with the information above including the expected payment date.

If you are submitting your deposit payment via PayPal, you do not need to submit this form, but please send an email to ccweston31@gmail.com with the information above. Please add 3% to your payment for processing fees. Please also include a memo note in PayPal payment.

