



The Children's Center of Weston

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April 1, 2024

Dear Parents and Families:

We hope this letter finds you and your family in good health this spring. We are coming to the end of the In-House enrollment application process (current family) enrollment. Spaces will be very limited due to high number of re-enrollments, large number of incoming kindergarten siblings and due to space of the spaces that remain. If interested in sending enrollment application forms, you must indicate this by applying for the 2024-2025 school year and enrollment application forms must be submitted with a non-refundable application fee to the Children's Center of Weston (CCW) as per the instructions below. Enrollment application forms are submitted yearly by all families.

CCW will open any spaces not filled during in-house enrollment; **All enrollment application forms from families should be submitted through April 22.** As we near the completion of re-enrollment for in-house families, we will evaluate spaces available for new families interested in applying for programming. 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.

We now have an electronic online platform for enrollment to streamline the process.

The forms should be completed in full and submitted on the platform. Be sure to include an application form for each child.

All families including in-house families must complete a new enrollment form each year. All families including in-house families will now enroll onto a waitlist. Please register for the waitlist - 2024/2025 Enrollment Spot. The waitlist functionality allows CCW to streamline and process the enrollment application forms.

All families currently enrolled (in-house) typically retain their space each year but must re-enroll each year submitting new application forms by the application due date. CCW will send a message to in-house and new families with acceptance for the upcoming school year once enrollment forms are processed from the waitlist. Prioritization for enrollment will be given to applications for returning families and alumni families, faculty families, waitlisted families (families who remained on the waitlist in 2023-2024 with a deposit on file), and families requiring the greatest number of hours of care including 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 and families that are new to the program. New families who have submitted enrollment applications following In-House enrollment will receive a separate email message once enrollment forms have been processed to communicate if their child/ren have received a space in the program or if their child/ren will remain on the rolling waitlist.

***It is important to note that submission of the enrollment application form does not guarantee placement*.**

We now have an annual (non-refundable) application fee:

This has replaced the annual enrollment deposit of prior years to simplify the process. Please submit \$100.00 for the first child, apply the Discount Code **Sib25 for each additional child** for \$25.00 reduction fee per child in your immediate family. The online form will prompt payment. Families, please make application fee payment on the portal to complete submission of the enrollment forms. If you were waitlisted with a deposit during 2023-2024, the deposit is unable to be applied for the application fee for 2024-2025, though will be sent by regular mail to the address indicated.

Choice of enrollment days:

Choose your CCW enrollment days to the best of your current knowledge or choose all days if unknown right now. It is extremely important for planning purposes, including staffing and our overall student numbers. 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.

****How to access the online form**:**

Please click [here](#) to access the form. You will be prompted to set up a portal which you can do using the email address of your choice. Please use your computer for this process rather than a cell phone or iPad. There is a two-factor authentication process for security measures and to verify you as the user. Once you have submitted your application form you will receive an automated response acknowledging your submission of the enrollment forms. Please check your spam or junk folder if it does not appear in your inbox. Your receipt of enrollment application fee payment will display as CCWESTON31 on your billing statement. You may contact FormConnect at support@formconnect.com or contact user support at (203) 480-0303 with any direct help questions or contact the CCW at ccweston31@gmail.com or contact the CCW office at (781) 891-8209.

Classroom location and assignment:

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

The CCW 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 CCW 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.

Children entering 4th or 5th grade in September:

Our classroom is in the Country School. 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:

Based on enrollment numbers our classroom is at the Country School or the Woodland School. Third grade children attending school at Woodland School will either remain at Woodland and go directly to the CCW classroom at Woodland or have a quick bus ride from Woodland School to Country School at regular dismissal. A teacher will meet the children at the front of Country School and greet children off the bus.

Children entering Kindergarten through 2nd grade in September:

Our K-1classroom is in Woodland School. Children attending Woodland School and attending Kindergarten at CCW will walk to the CCW 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 CCW teacher will meet our Kindergartners at the bus upon arrival. Children attending Woodland School in 1st and 2nd grade and attending CCW will walk to the CCW 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 CCW 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.

Thank you for your patience as we process enrollment applications and use our new online platform.

Please do not hesitate to contact us at ccweston31@gmail.com if you have any questions.

Sincerely,



Beth Perry, Director
She/Her/Hers

