



# Admission Policies and Procedures

## Preschool

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Thank you for your interest in Children's Day School. The school's admission procedures and policies for preschool are outlined below. The Enrollment Management Office is here to assist you in the admission process, so please feel free to email or call any of us with questions you may have:

- Diane Larrabee, Director of Enrollment Management, [dianel@cds-sf.org](mailto:dianel@cds-sf.org), 415-861-5432 x322
- Kristina Berman, Assistant Director of Enrollment Management, [kristinab@cds-sf.org](mailto:kristinab@cds-sf.org), 415-861-5432 x337 (Spanish-speaking)

We anticipate enrolling approximately 40 preschool students new to CDS for the 2021-2022 school year.

CDS is committed to providing full and equal enjoyment of its services, facilities, privileges, and advantages to individuals with disabilities. Applicants and their family members who require reasonable accommodations to participate in the admission process should contact the Admission Office.

### Admission Deadlines

The application deadline for the 2021-2022 school year for all preschool applicants is **Monday, January 4, 2021**. On Tuesday, March 9, 2021 we will email admission decisions to all preschool candidates who have completed the application requirements by January 4. Applications completed after this deadline will be considered after March 9, 2021.

Preschool applicants must be 3 years old by August 31, 2021 and able to go to the bathroom on their own.

### Admission Process

#### 1. Get to know our school

Because of the coronavirus pandemic, CDS currently has a "no visitors" policy, so we unfortunately cannot offer in-person tours of our campus. However, we have created a virtual tour that showcases our campus and shares our learning beliefs. Using the password `cdstour2020`, you may access it at:

<https://vimeo.com/cdssf/review/452439775/4dbef8995c>

In addition, we invite you to meet our Head of School, Shelly Luke Wille, as well as senior leadership and current CDS parents, during one of our scheduled Zoom information sessions. These information sessions are optional and space is limited. You can register for a session on our website at [www.cds-sf.org/visiting-cds](http://www.cds-sf.org/visiting-cds).

*Should the current situation change so that we are able to offer campus tours, we will update our website with tour dates.*

**2. Submit the Application, Parent/Guardian Statement, and family photo** with the required **\$100.00 application fee**. Online applications through Ravenna-Hub (<https://www.ravenna-hub.com/login>) are strongly preferred; however, paper applications are available upon request.

**3. Submit the Student Evaluation form.** After November 1, the Student Evaluation form should be submitted to your child's teacher (preschool, toddler class, child care, etc.). **The Principles of Good Practice of the Bay Area Directors of Admission require that your child's current teacher return this completed form directly to the Admission Office by the application deadline; we cannot accept this form from parents/guardians.** The form may be mailed to CDS, emailed to [kristinab@cds-sf.org](mailto:kristinab@cds-sf.org), or faxed to 415-861-5419.

If your child is not currently enrolled in a preschool, toddler class, childcare, or similar program, the student evaluation form is not required (for many children, the CDS preschool is their first school enrollment).

**4. Schedule a parent/guardian conversation.** After your application is complete, the Enrollment Management Office will schedule a time for an admission representative to meet with you. At this point our plan is to schedule Zoom conversations with prospective parents/guardians as applications are received. Admission representatives can include the admission office staff, other administrators, and faculty. All admission representatives have an equal voice in the admission process. It is not to your advantage to talk with one representative versus another, and we do not take requests to talk with a specific admission representative.

At this time, we expect to make admission decisions for prospective preschoolers based on the application, the teacher evaluation (if applicable), and the parent/guardian conversation. We are not anticipating requiring any assessment or visit by prospective preschoolers.

**5. Preschool decision letters will be emailed on March 9, 2021.**

## **Admission Policy**

Children's Day School seeks students and families who are a great fit with the CDS educational philosophy (progressive and constructivist) and its involved, diverse, and inclusive community. While our admission procedures and criteria vary according to the age of the students, the school's main considerations during the admission process are whether the student will thrive in our program and whether the parents/guardians are seeking the type of educational community we have created at CDS. In addition, we keep in mind other factors such as student learning styles; racial/ethnic diversity; socioeconomic diversity; and family structure. The learning and social-emotional needs of current students also are considered.

We view each admission decision as a collective decision, involving input from faculty, learning specialists, division directors, the admission office, and (when needed) the Head of School. When there are more qualified candidates than openings available, the school establishes a wait pool.

Children's Day School admits students of any race, color, religion, sexual orientation or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, or national and ethnic origin in the administration of its educational policies, financial aid program, athletic and other school-administered programs.

Requests for sliding scale tuition are considered separately from admission applications. The Access and Affordability Committee oversees the sliding scale tuition process, and the same standards and criteria apply to all candidates.

## **Admission Decisions**

Only candidates who have completed all of the admission requirements are considered. The school will render one of the decisions below for each applicant.

### **Accept**

The school believes that Children's Day School is an appropriate educational match for the student and the parents/guardians. This group of students is offered enrollment agreements which must be accepted or declined on or before the due date indicated in the agreements. A non-refundable tuition deposit (10% of tuition) will be necessary to hold the position.

### **Wait Pool**

The school believes that Children's Day School is an appropriate educational match for the student and the parents/guardians, but no place is currently available. The wait

pool is comprised of qualified candidates available to fill an opening in a specific grade. Wait pool candidates are not prioritized. When an opening occurs in a particular grade, the admission office, in consultation with the division head and (if needed) the faculty, learning specialist, and Head of School, determines to whom to extend an enrollment offer. The wait pool does not carry over from one application season to another.

**Non-Accept**

A “non-accept” decision indicates that at this particular time the school has determined that Children’s Day School is not the appropriate educational match for the student.

**2020-2021 Tuition and Fees**

Following is the tuition and fee schedule for 2020-2021. The Board of Trustees will set tuition and fees for the 2021-2022 school year in January of 2021. While tuition payments are our largest source of income, they do not cover the entire cost of educating a child at CDS. During the year, we ask families to contribute additional financial support to our fundraising programs to the best of their ability.

**Tuition**

Full tuition for the 2020-2021 school year for kindergarten is \$36,480. The school offers sliding scale tuition depending on each family’s financial situation. Sliding scale tuition ranges from \$1,700 to \$32,500. We do not set tuition for any family lower than \$1,700.

**Extended Day Program fees (enrollment in the Extended Day Program is optional)**

Fees are sliding scale based on amount paid for yearly tuition:

	Tuition greater than \$28,000	Tuition range from \$18,001 to \$28,000	Tuition range from \$10,000 to \$18,000	Tuition range from \$2,501 to \$9,999	Tuition range from \$2,500 or less
Annual Full Care	\$4,725	\$3,545	\$2,415	\$1,260	\$0
Hourly rate, paid monthly	\$12.00	\$9.65	\$7.35	\$3.50	\$0

***Please note that no extended care is being offered as of the start of school during 2020-2021. Annual Full Care rates may be adjusted depending on when extended care may be offered, and for what hours.***

**Other Extended Day Program offerings**

CDS typically offers camps during vacation periods as well as during conferences. Rates for these camps will be determined once we are able to offer these camps.

## **Tuition Payment Options**

Students are enrolled for the entire academic year. There are two tuition payment plans from which to choose. Both plans require payment of a non-refundable tuition deposit of 10% of tuition, which must accompany the enrollment agreement.

- **Single Payment Plan** allows the convenience of writing one check to cover tuition for the year (tuition balance after deposit), due June 1.
- **10-Month Payment Plan** allows the flexibility of paying the tuition balance, after deposit, in ten monthly payments, from June-January and from March-April (no payment is due in February). Families choosing this plan are required to purchase Tuition Refund Insurance.

Tuition Refund Insurance is available through A.W.G. Dewar, Inc. This plan provides partial insurance coverage in the event of a separation or withdrawal from CDS for a variety of reasons. Enrollment is handled by automatic billing on the June statement. The cost is currently 0.95% of tuition. It is the policy of the school to require families entering into a monthly payment plan agreement to subscribe to the Tuition Refund Insurance Plan. The school strongly suggests that all families purchase tuition refund insurance.

## **Sliding Scale Tuition**

### **Philosophy and Purpose**

A founding vision of Children's Day School is to provide an excellent education for children in the Bay Area regardless of family ability to afford tuition. CDS is a leader in socioeconomic diversity among San Francisco independent elementary schools. We devote over 19% of our operating budget to our sliding scale tuition (for 2020-2021 almost \$3.5 million), an extraordinary financial commitment. 26% of our enrolled students are paying sliding scale tuition. Our sliding scale tuition is one of the many ways we honor our core commitment to diversity, including economic diversity.

We encourage families who have concerns about their ability to afford full tuition to apply for our sliding scale tuition. Families entering the school paying full tuition are expected to continue to pay full tuition, unless they can demonstrate a significant change in their financial situation (e.g., job loss or job change; additional children in tuition-charging schools, etc.). It does not improve your chances of admission to not apply for sliding scale tuition, and it is to your distinct disadvantage going forward to fail to apply and then request sliding scale tuition in subsequent years without a corresponding change in financial situation. Thus, families who anticipate needing sliding scale tuition at any time during their child's enrollment at CDS should apply for sliding scale at the time of the admission application.

Subject to the limits of available funds, CDS offers sliding scale tuition based on each family's unique financial situation; CDS' sliding scale tuition is strictly need-based. While

every family is expected to pay some portion of the tuition and to support the community to the extent individual family circumstances permit, we do not expect each tuition to be the same.

### **Process**

The core of the sliding scale tuition application is the Parents' Financial Statement (PFS). CDS, like many independent schools, uses an outside organization, School and Student Service for Financial Aid (SSS), to do the initial sliding scale calculation. The PFS is an SSS form that gathers information about family income, expenses, assets, liabilities and other factors that might influence a family's ability to pay tuition. In addition to completing the PFS, families are also required to provide supporting documentation, including tax returns. In order for a student's application for sliding scale tuition to be considered, all required forms and documents must be submitted **no later than Wednesday, January 20, 2021.**

The Children's Day School Access and Affordability Committee (comprised of the Head of School, the Director of Finance and Operations and the Director of Enrollment Management) is responsible for determining the tuition level for families who have applied for sliding scale tuition. The Access and Affordability Committee reviews the completed PFS, the SSS computation (adjusted for the Bay Area cost of living), and all documents provided by your family and, with this information, determines tuition.

For more information on the sliding scale tuition application process, including deadline dates, please see:

- [CDS Sliding Scale Tuition Application Process and Deadlines](#)
- [Affording a CDS Education – Sliding Scale Tuition FAQ for Prospective Families](#)

Each applicant is considered without regard to whether or not the applicant's family is applying for sliding scale tuition. Once a decision is made to extend offers of admission to students, the Access and Affordability Committee meets to review the sliding scale applications. Priority for available funding is given to current students, children of employees, and siblings of current students. While CDS strives to make sliding scale tuition available to a high percentage of accepted students whose families are eligible, the school cannot guarantee that resources will be adequate. A student may be admitted to CDS but wait pooled for sliding scale tuition.