



## Preschool Admissions Guide 2024-2025

Dear families,

We extend our warmest greetings and heartfelt welcome as we gear up for another enriching academic year at ADE Preschool. Whether you're embarking on this journey with us for the first time or continuing your child's educational adventure with our dedicated team, we are thrilled to have you as part of our ADE family.

As we prepare for the upcoming school year, we've put together this comprehensive guide to assist you in navigating the registration process smoothly. Your child's education and well-being are our top priorities, and we are committed to providing a nurturing, stimulating, and inclusive environment where they can learn and grow to their fullest potential. We look forward to partnering with you on this exciting journey and creating lasting memories together.

Thank you for choosing ADE Preschool for your child's first educational experience.

**Below is a guide outlining the steps to register for our program for the period of September 1, 2024, to August 31, 2025.**

Should you have any questions or require assistance during the registration process, please do not hesitate to contact us at [admissions@academiedelenfance.com](mailto:admissions@academiedelenfance.com)

Sincerely,

ADE Preschool Administrative Team



## **STEP 1: Enrollment & Offers of Admissions**

### **Priority Enrollment for Returning Families**

At ADE Preschool, we understand the importance of providing a smooth and stress-free enrollment process for both new and returning families. Our priority enrollment period offers families with currently enrolled children (and their siblings) the opportunity to secure their place in our program for the upcoming school year until Friday, March 15, 2024. This ensures continuity in your child's education and allows them to continue thriving in our nurturing environment.

**To facilitate this process, all currently enrolled families wishing for their child to return to the program as of September 1 are required to complete and submit the registration package by email to [admissions@academiedelenfance.com](mailto:admissions@academiedelenfance.com) before the specified deadline. This helps us ensure that we have accurate enrollment numbers and can adequately prepare for the new academic year.**

**Following the priority enrollment period, any remaining spots for the 2024-2025 school year will be offered to families on our wait-list.** We prioritize fairness and transparency in our enrollment process, and all families are encouraged to reach out if they have any questions or concerns.

### **Enrollment for Families on the Wait-List**

For families on the wait-list interested in enrolling their child for September 1st, 2024, or earlier if space permits, we invite you to respond to our email or reach out by email directly to our admissions team. **Our team will be ready to assist families on the wait-list and provide an offer of admissions starting Monday, March 18, 2024, when spots become available.**

**Please note that due to the high volume of wait-list applications, we will only reach out to families with confirmed spots, ensuring efficient communication and a streamlined process for all involved.**



## **STEP 2: Registering to the Program**

All families, including new and returning students must register and complete the enrollment package in order to register their children to the program for the upcoming school year. Parents must submit the following documents and information depending on their current status (new or returning):

For <b><u>ALL</u></b> students ( <b><u>BOTH</u></b> New and Returning)	For <b><u>NEW</u></b> students <b><u>ONLY</u></b>
<ul style="list-style-type: none"> <li>→ Complete and sign the preschool registration package               <ul style="list-style-type: none"> <li>◆ Must be sent by email to <a href="mailto:admissions@academiedelenfance.com">admissions@academiedelenfance.com</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>→ Provide a copy of the following documents by email to <a href="mailto:admissions@academiedelenfance.com">admissions@academiedelenfance.com</a> <ul style="list-style-type: none"> <li>◆ Child's birth certificate</li> <li>◆ Child's medicare card</li> <li>◆ Child's vaccination booklet</li> <li>◆ Parent photo ID</li> </ul> </li> <li>→ Register to the waitlist on La Place 0-5 (<a href="https://www.laplace0-5.com">https://www.laplace0-5.com</a>)</li> <li>→ Pay the initial visit &amp; enrollment fee of \$150.00 (cash or e-transfer to <a href="mailto:admin@academiedelenfance.com">admin@academiedelenfance.com</a>). <b><i>*This fee is non-refundable upon registration to the program.</i></b></li> </ul>

### **Tips For Completing The Registration Package**

- Parents can use the mobile app "Adobe Fill & Sign" to quickly and easily fill out and sign the registration package and contracts.
- Use the smartphone application "Genius Scan" or another free smartphone application to quickly and easily take photos of supporting documents, transforming them into a PDF file.

## **STEP 3: Visiting ADE Preschool (New Families)**

We understand the importance of feeling comfortable and familiar with our preschool environment before your child officially begins their educational journey with us. Our Director Team will reach out to all new families to schedule an orientation day later this year. During orientation day, parents and their children will be warmly welcomed to our center. You'll have the opportunity to hear about the preschool program for the upcoming year, learn about our philosophy, curriculum, schedules, routines, and menus. While parents engage in an informative presentation by our Director Team, children will get to participate in an engaging and educational workshop in the classrooms with our teachers. Additionally, on this day families will receive a comprehensive welcome package containing all the essential information about our program, including schedules, routines, menus, and more. You'll also find a preschool transition questionnaire form included in the package for families to complete. This form allows us to gather valuable information about your child, ensuring a smooth transition into our program.



#### **STEP 4: Integration Transition Plan (New Families)**

At ADE, we recognize that each child is unique, and we want to ensure that every child has a smooth and positive integration into our program. Our dedicated Preschool Center Director team will work closely with each new family to create a personalized preschool integration transition plan. This integration transition plan will take into account your child's individual needs, preferences, and any specific considerations. By collaborating with our Preschool Center Director team, we'll ensure that your child feels supported, comfortable, and ready to thrive in our preschool environment from their very first day.

#### **STEP 5: Preparing Required Items for Your Child's First Day of Preschool**

Preparing for your child's first day of preschool is an exciting milestone, and ensuring they have everything they need for a successful start is essential. To help you prepare, we've compiled a list of required items to bring on your child's first day at ADE Preschool. The following items should be kept in your child's backpack and each time you refill an item, it is important to advise your child's teacher via Brightwheel chat. **It is very important to label every single item with your child's first and last name to help teachers identify children's items quickly and avoid lost items. Note: All unidentified loose items will be placed into the lost and found bin at the preschool:**

- Backpack to be kept at your child's locker each day (for teachers to place soiled clothing or items to send home)
- Complete Change of Clothing (Season Appropriate): 2-3 complete sets of clothing suitable for the current season, including underwear, socks, pants, and shirts. Note: If your child is potty training, it is important to provide lots of extra clothing and underwear.
- Fitted sheet for rest mat (size of crib mattress)
- Small crib-sized blanket (items must fit into the sheet storage bin)
- Indoor shoes to be kept at the preschool
- Diapers (if required), wipes, and diaper creams
- Tissue box (for runny noses)
- Sunscreen
- Reusable water bottle (stainless steel bottles are strongly recommended as bottles will go into the dishwasher daily)
- Smock for art activities (long-sleeved recommended)
- Plastic or silicone bib for mealtimes (Infant and Early Learning Programs only)
- Bathing suit, towel, and reusable bag for wet items (during summer months only)
- Comfort items for rest time or new students (if required)



## **Other Reminders & Information**

- Part-time enrollment for all students (new and existing) is subject to availability and follows our order of admission priority to the preschool program. Details related to the order of admissions process are available online: <https://www.academiedelenfance.com/admissions>.
- Information about 2024-2025 tuition fees and payment methods is available in the “Tuition fees” document.
- For questions regarding enrollment or admissions, you can reach out to our team via email at [admissions@academiedelenfance.com](mailto:admissions@academiedelenfance.com)
- For questions regarding invoicing and tuition, you can reach out to our team via email at [admin@academiedelenfance.com](mailto:admin@academiedelenfance.com)
- For more information about our preschool program, please visit our website at [www.academiedelenfance.com](http://www.academiedelenfance.com)