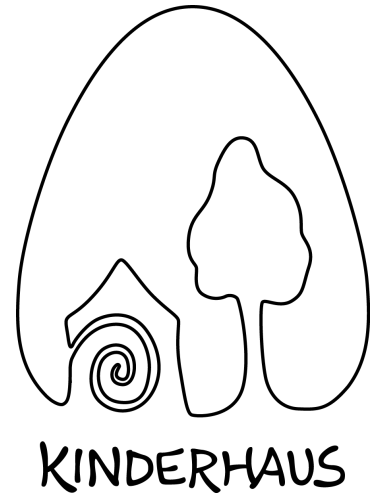


Kinderhaus Enrollment Policies

We are excited you are considering Kinderhaus Preschool!

To begin this process, first familiarize yourself with the policies and information outlined in this document. Let us know your questions or concerns: info@kinderhausdecorah.com or 563-379-7303.



ENROLLMENT PROCESS:

We strive to ensure that families feel supported in their decisions regarding programming for their children. Our enrollment process encourages inclusion of the following components which may be combined or omitted as appropriate:

- Parent inquiry and conversation with a Kinderhaus representative resulting in a firm understanding of Kinderhaus programming and philosophy
- Introduction and tour (virtual or in person) with a Kinderhaus representative (with or without child),
- The completion of an electronic or paper Registration Form. The registration form must be turned in to hold your child's spot at Kinderhaus.
 - Completed Enrollment Forms can be:
 - Sent electronically [here](#)
 - Given to a teacher or director at Kinderhaus between 8 AM and 3 PM, Monday-Friday
 - Scanned and emailed to info@kinderhausdecorah.com
 - Mailed to Kinderhaus P.O. Box 114, Decorah, IA 52101.
 - Please email director about enrollment fees at info@kinderhausdecorah.com

Kinderhaus would gladly mail you hard copies of our enrollment forms. Please contact us at info@kinderhausdecorah.com for assistance.

It is the policy of Kinderhaus not to discriminate in its education programs, educational activities, and scholarships on the basis of sexual orientation, race, religion, color, national origin, marital status or disability. Students are educated in programs which foster knowledge of, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men, women, and non-binary individuals, to society.

Enrollment and Wait List priority will be given in the following order: 1) Current students, 2) Siblings of Kinderhaus students (current or past), 3) Children that qualify for the Four Year Old Grant 4) Other applicants. Within each group, spaces will be allotted in the order that registration paperwork and fees are received. A Wait List will be maintained in the event that Kinderhaus has no student openings available. If your child is a returning student or a sibling of a current or former student, their enrollment form is due on **March 4th**. You will be informed of your child's schedule (or wait list status) by **April 1st**. Please inform us of any schedule changes as soon as possible.

Students must be at least 3 years old by September 15. Under special circumstances a family may request an exemption from this policy. Exemptions will be reviewed on an individual basis by the Kinderhaus staff and board. Those children who are 3 years old after September 15 and receive an exemption will be given a one month trial enrollment. A conference between parents and staff will be arranged within the trial month to discuss further enrollment. Children under 3 years old on September 15th may only be considered if there is an opening and enrollment is not full.

New students may begin between September and January. No new students will be added after January. Changes to your child's schedule may be made throughout the year with Director and Board Approval.

PAYMENTS: Please email director about enrollment fees at info@kinderhausdecorah.com

Tuition: Tuition adjustment is determined each January by the Board of Directors and is subject to a 2%-5% increase each year to keep pace with increasing cost of labor, food, and other costs. Tuition rates are subject to change with a one month notice to families. Families with multiple children attending will receive a 10% discount on the lesser attendance amount. An application for other forms of financial assistance can be found on our website or upon request. Children

who are 4 years old by September 15th, automatically qualify for the 4 year old grant and will receive 3 free mornings of tuition. There are other financial assistance opportunities for 3 and 5 year olds. Find out more about financial assistance [on our website](#) or by emailing the director.

TUITION FOR THE 2022-2023 SCHOOL YEAR

MORNING ONLY - 8:45-12:15		
3 days/week	4 days/week	5 days/week
\$240/m	\$315/m	\$385/m
4 yr old \$0	4 yr old \$80	4 yr old \$155

ALL DAY - 8:45-3:15		
3 days/week	4 days/week	5 days/week
\$430/m	\$550/m	\$660/m
4 yr old \$200	4 yr old \$330	4 yr old \$445

If you prefer that your child comes two days a week, please contact the director.

Tuition is paid in nine equal payments on the 5th of each month (except September which is due on the 20th). Payments are considered late after the 10th of each month and a \$10.00 late charge will be added. In the event that tuition is one month overdue and alternate arrangements have not been discussed with the director, your child will not be allowed to attend Kinderhaus.

As a nonprofit organization, we are very concerned with reducing administrative costs. We ask that you utilize our automatic payment system through Decorah Bank and Trust. Families choosing to pay with check or cash will incur an additional \$10 handling charge each month. If the automatic payment system is not an option for your family, please discuss this with us in order to avoid the handling charge.

Policy for Withdrawal: In order to avoid tuition for a given month, written notification of your intent to withdraw must have been received one month in advance. (e.g, March payment would not become payable if Kinderhaus receives such notification on or before February 1st).

Withdrawing from the upcoming year between July 1st and the start of the academic year will result in an additional \$100 fee. Our hope in this policy is to better accommodate waiting families in a timely manner.

Access to Information: Please inform staff in the event that you need translation, reading assistance, etc. to access any and all information and clearly understand the content of our communications. Kinderhaus will work with private individuals or district or Keystone AEA personnel for assistance.

Once Enrolled:

The Kinderhaus Director will be in communication with you regarding your child's enrollment status by April 1st or in late spring-into summer if there are any schedule changes. We appreciate your patience and flexibility as we strive to have our program accessible for as many families as possible. If your child is on the waitlist and a spot opens up, the director will contact you and the spot will be held open for 7 days before going to the next child on the list. Once enrolled, communications and preparations for the coming school year will begin in August.

Health Forms: The following forms are due within 30 days of your child beginning attendance at Kinderhaus and are accessible on our website under "[Enrollment](#)":

Immunization Record or Exemption Form

Physical Examination Form

Bank Authorization Form

Release of Information: Unless otherwise requested, your family's address and phone number as well as your child's birth dates may be shared with the other current families of Kinderhaus. Please let us know if you would not like to participate in this sharing of information.