



2008/2009 ADMISSIONS AND ENROLLMENT PROCESS AND TIMELINE

Date	Primary	Elementary
December 1, 2007	Applications available online	Applications available online
January 7, 2008	Intent to return forms distributed	Intent to return forms distributed
January 18, 2008	Intent to return forms due	Intent to return forms due
February 1, 2008	2008/2009 primary enrollment contracts offered to families of currently enrolled primary students	2008/2009 elementary enrollment contracts offered to families of currently enrolled elementary students
February 15, 2008		Due date for elementary applications (No application fee is charged for current Sunny Hollow students.)
February 29, 2008	Due date for enrollment contracts for returning primary students	Due date for enrollment contracts for returning elementary students
March 1, 2008	Financial aid applications due	Financial aid applications due
March 13, 2008	New child interviews begin (Rolling admissions March through August). Enrollment contracts will be mailed upon acceptance into the program.	
March 14, 2008		Parents of children applying for admission into elementary program notified about child's enrollment status and enrollment offers extended to accepted students
March 28, 2008		Contracts and deposits due for students accepting elementary enrollment offer
April 5, 2008		Enrollment offers extended to applicants on the wait list as space becomes available
April 30, 2008	Financial aid awards completed	Financial aid awards completed
August 1, 2008	Classroom assignments mailed	

ENROLLMENT PROCESS FOR CURRENTLY ENROLLED SUNNY HOLLOW STUDENTS

Intent to Return forms provide the school with an idea of the number of students returning to the same level or applying to move from the primary level to the elementary level. This form is not a binding contract.

Students returning to the same level (either primary or elementary)

Re-enrollment contracts will be offered on February 1, 2008. These enrollment contracts, along with the \$450 deposit, must be returned to the school by February 29, 2008 to hold a spot in the classroom for your child.

Currently enrolled students applying to move into elementary program

We encourage families to schedule an observation in the elementary classroom. Sunny Hollow offers adult observations of the classroom on Thursday mornings. Please call the school office to schedule an observation time.

An application must be completed for each student applying for admission to the elementary program, even when the child is currently enrolled at Sunny Hollow. No application fee is charged for currently enrolled Sunny Hollow students applying to the elementary program. Families should return the application form to the school office by February 15, 2008. Applications are available on the school website: www.sunnyhollow.com/admissions or by calling the office at (651) 690-2307.

The school will assess the fit between your child and the program. No interview is necessary. Sunny Hollow considers the following factors: age, gender, guide and assistant observations and assessment, academic readiness, social readiness, balance with needs of children enrolled in class, enrollment of siblings, and commitment to Sunny Hollow, its vision and values. There is no priority order or weighting to the listing of these factors.

The school will notify parents of the child's application status on or before March 14, 2008. Enrollment contracts offered at this time are due along with the \$450 deposit by March 28, 2008. Once received, a space in the program will be held for your child. Children included on the wait list for positions in the classroom will be contacted again on or before April 5, 2008 regarding the child's status on the wait list.

ADMISSIONS PROCESS FOR STUDENTS NEW TO SUNNY HOLLOW

Primary Program (ages 33 months – 6 years)

Admissions to the Children's House program are made on a rolling basis. To start the admissions process, Sunny Hollow recommends scheduling a classroom observation. These adult-only observations are scheduled on Thursday mornings. Please call the office to schedule an appointment.

To apply, please submit an application form along with the \$75 application fee. Applications are available on the school website: www.sunnyhollow.com/admissions or by calling the office at (651) 690-2307.

When we have available spaces, we will contact you to set up an interview time for your child. During the interview time, a classroom guide will introduce your child to the environment and assess your child's readiness for the program. The Head of School will be available to meet with you to answer any questions on our school and programs. Interviews are typically scheduled on Thursday afternoons between 3:30 and 4:00 p.m. during the academic year and are by appointment during the summer.

If the guide determines that space is available in one of the Children's Houses and that your child would benefit from the Children's House environment, the school will extend an offer for enrollment along with an enrollment contract. A space in the program will be held for your child once the enrollment contract is returned along with a \$450 deposit. This deposit is applied to the total tuition amount.

Elementary Program (ages 6-12 years):

Sunny Hollow recommends observing in the elementary classroom. Sunny Hollow offers adult observations of the classroom on Thursday mornings. Please call the office to schedule an observation time.

Applications to the Elementary program are due February 15, 2008. New student applications should include: the Sunny Hollow Application form, the \$75 application fee, and a copy of the student's most recent teacher's report. The Sunny Hollow application form is available on the school website: www.sunnyhollow.com/admissions or by calling the office at (651) 690-2307.

If we have available space in the classroom, we will contact you to set up an interview time for your child. During the interview time, the teacher will introduce your child to the environment and assess the fit between your child and the program. The Head of School will be available to meet with you to answer any questions on our school and programs.

Sunny Hollow considers the following factors in placing children in the elementary program: age, gender, guide and assistant observations and assessment, academic readiness, social readiness, balance with needs of children enrolled in class, commitment to Sunny Hollow, its vision and values. There is no priority order or weighting to the listing of these factors.

If the teacher determines readiness and compatibility with the program, the school will extend an offer for enrollment along with an enrollment contract. A space in the program will be held for your child once the enrollment contract is returned along with a \$450 deposit. This deposit is applied to the total tuition amount.

Please contact the school office at (651) 690-2307 with any questions regarding the application and enrollment process.