



## Enrollment Process

Parent/Guardian,

Thank you for your interest in Seacoast Community School! Parents wishing to enroll in one of our programs **must first complete an enrollment interest form and pay the application fee** (fee may be waived for income eligible applicants). Payment of this fee and completion of this form **does not guarantee a space on the date desired**. We are often at capacity and start dates can be difficult for the Director of Admissions to project. The Director of Admissions is responsible for managing the inquiries and enrolling new families. Classroom openings are filled on a first come, first served basis with the exception of the following priorities:

- Children who are currently enrolled in our program receive priority for transitioning into an older classroom
- Siblings of children who are currently enrolled also receive our priority
- Families in crisis can qualify for a priority enrollment if we have the ability to meet the needs of the child

All required items must be completed before a child can be admitted. The enrollment process includes (but is not limited to) online registration, copy of child's immunization record as well as their last well child check up, copy of their birth certificate, enrollment fee, materials fee, and tuition deposit. The Business Manager requires that all families entering into our program resolve any outstanding debts with SCS before your application will be processed. Available spaces will not be held open; when a family is contacted regarding an opening, they have 24 hours to respond to the offer, if there's no response we will move on to the next family. If a family has been offered a space several times and has chosen to pass on the offers but wanted to remain in our inquiries, they will be removed after the third offer. Families may contact us at a later time if their needs change but it is very important for us to keep an accurate list of families that are actively looking to start in our program as soon as possible. Please remember that filling out an application does not guarantee availability on the date you request it. If we can not meet your needs on your requested date, your child's name will remain on file and automatically move up through the programs until a spot is available.

**We typically do not call families unless there is an opening**; however, from time to time we may contact you to see if your needs have changed since your initial application (even if a spot is not currently available) so we can keep our information on file accurate. If you have any questions in completing the form, would like to update your contact information, need to change the schedule requested, or just to check on your status please don't hesitate to call 422-8223 or email me at [jcouture@seacoastcommunityschool.org](mailto:jcouture@seacoastcommunityschool.org).

Sincerely,

Jessica Couture  
Director of Admissions and Family Services  
603-422-8223 ext 113  
[jcouture@seacoastcommunityschool.org](mailto:jcouture@seacoastcommunityschool.org)