

Sacred Roots Early Learning

Enrollment and Admission Policy

2026-2027 School Year

Eligibility

Sacred Roots Early Learning serves children ages 2.5–5 years old. Children must be at least 2.5 years old by the start of the school year and must be toilet independent or actively learning to use the toilet before enrollment begins.

Pre-Opening Admissions Process

For our founding year (2026-2027), families interested in enrolling at Sacred Roots should:

1. Complete the Free Pre-Enrollment Interest Form

Families are encouraged to complete our free Pre-Enrollment Interest Form. This places your family on our Founding-Year Priority List and ensures you receive updates, invitations to information sessions, and early access to tour scheduling.

No fees. No commitment.

2. Information Sessions

Before tours are available, families are invited to attend an Information Session, where we share:

- Our vision, philosophy, and teaching approach
- Program structure and daily rhythm
- Staffing and ratios
- Founding-year timeline
- What to expect as we move through licensing
- Q&A with the founders

Information Sessions help families understand our values and whether Sacred Roots aligns with their hopes for their child.

3. Formal Admissions Application

Families who feel genuinely aligned with our mission are invited to complete a formal Admissions Application, at no cost.

This application helps us understand your child more deeply and includes:

- Family and child information
- Scheduling needs
- Developmental history
- Learning goals and hopes
- Health and safety considerations

We will formally open Admissions in spring of 2026. To be notified, submit your contact information in the Pre-Enrollment Interest Form.

4. Admissions Review

Our team carefully reviews each application to ensure that:

- We can support your child's needs
- Your family's values align with our program philosophy
- Schedules fit within our ratios and staffing plan

This review determines which families receive a placement offer.

5. Conditional Enrollment Offer

After our review, families who are accepted will receive a **Conditional Enrollment Offer**, reserving their child's place for Fall 2026.

Conditional enrollment is standard for new programs and means the placement is held pending final licensing approval.

Families are asked to accept or decline a Conditional Enrollment Offer within three (3) business days of receipt.

If a response is not received within this timeframe, the offer may be extended to another family.

Your family receives:

- Your child's reserved placement
- Protected in-house tour date
- Next steps for onboarding
- Orientation scheduling information

You may accept or decline a conditional offer at this stage.

6. Tours

Once our school is complete and preparing for final licensing approval, we can offer formal tours.

Tours give families a chance to:

- Explore the learning environment
- Meet the founder and co-lead teacher
- Ask questions about our program and founding-year experience

Following the tour, families will be invited to either accept or decline a Final Enrollment Offer.

Families are asked to respond within **three (3) business days** of receiving the Final Enrollment Offer.

Acceptance of the Final Enrollment Offer confirms your child's enrollment and secures their space.

7. Final Enrollment Confirmation

Once our state license is officially issued and all inspections are complete, we will send a Final Enrollment Confirmation email, which includes:

- Tuition contract
- Required health and licensing forms
- All policy forms to be signed

- Orientation date and details
- First day information

At this step, a **placement deposit equal to one month's tuition is required** for enrollment to become official and binding.

The placement deposit is applied to the first month of attendance and is **non-refundable once the space is reserved**.

8. Welcome to Sacred Roots!

Before the school year begins, we will host a Founding Family Orientation, a welcoming gathering for all families, parents, children, and any extended family who would like to join.

Held on a weekend to ensure everyone can attend, this event creates space for our community to:

- Meet one another and begin building community
- Explore the classroom environment with their child
- Connect with teachers in a relaxed, playful setting
- Learn about our routines, communication practices, and what to expect on the first day

This orientation is designed to support a smooth transition, ease first-day jitters, and create a sense of community belonging from the very start.

Immunization Requirements

Colorado law requires children attending preschool to be immunized against certain diseases or to have a valid exemption on file. Families must submit one of the following:

- Certificate of Immunization (completed by a healthcare provider)
- Valid medical exemption (signed by a licensed physician)
- Valid personal or religious exemption (with required documentation)

Immunization records must be submitted before the child's first day of attendance.

Enrollment Fee and Tuition

Enrollment Fee

Usually, a non-refundable enrollment fee is required to secure your child's spot, however, the **enrollment fee is waived for our founding year**. This fee covers administrative costs, materials preparation, and classroom setup.

Tuition

Tuition is due on the first day of each month. Payment may be made by:

- Electronic payment (details provided upon enrollment)
- Auto-pay (preferred method - sign up during enrollment)

Late payments (after the 5th of the month) will incur a \$5 late fee for each additional day. If tuition is more than 14 days past due, your child may not attend school until the account is current.

Schedule Changes

Schedule changes may be considered **subject to availability**.

Withdrawal

If you need to withdraw your child from Sacred Roots, we require 30 days written notice. Tuition is due for the 30-day notice period regardless of attendance.

Nondiscrimination in Admission

Sacred Roots Early Learning admits students of any race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity, disability, or any other characteristic protected by law. We do not discriminate in the administration of our educational policies, admissions policies, or any other school-administered programs.

Priority and Waitlist

During our founding year, enrollment will be first-come, first-served until all 12 spots are filled. Once capacity is reached, interested families will be placed on a waitlist in the order inquiries are received.

Priority for future enrollment will be given to:

- Currently enrolled students
- Siblings of currently enrolled students
- Families on the waitlist

Family Acknowledgment and Signature

I have read and understand the Enrollment and Admission Policy. I agree to comply with all enrollment requirements, including providing required documentation, paying tuition on time, and providing proper notice if withdrawing my child.

Child's Full Name: _____

Child's Date of Birth: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

Second Parent/Guardian Name (if applicable):

Second Parent/Guardian Signature: _____ Date: _____
