



What's Next? Enrollment Process

Dear Parents,

Once you have decided you want your child to attend Robots and Mud Pies π Preschool, you will need to do the following to complete the enrollment process:

1. Complete Application and submit it with the \$100 Application Fee.
2. Once we have your application, we will give you a contract for the schedule you have chosen.
3. You will need to submit the contract along with a Deposit of \$350. This deposit will be due by May 15th in order to maintain your child's space in our fall program. (or due ASAP if you are applying later than May 15th.)
4. You can combine the Application and Deposit to make one payment of \$450, even before you have the contract if that is more convenient.
5. By late August, we will need other enrollment forms. We can email the forms to you or give you hard copies of them. They can also be found on our website at:
<http://www.robotsandmudpiespreschool.com/forms> (If you are enrolling later than August, paperwork is due before your child's first day of school.)
6. In addition to the forms listed on our website, we will also need to see your child's original birth certificate or other proof of identity like a passport. We do not need a copy, we just need to see the original and write down birthdate, etc. for our licensing paperwork.
7. Please read our Parent Handbook which is full of useful information!
<https://www.robotsandmudpiespreschool.com/Parent%20Handbook%20Rev%20Aug%202020.pdf>
8. In late August, we will have an Open House so you can bring in forms, drop off extra clothes, diapers and boots and bring your child to meet our teachers. We will also have a second morning when you can bring your child to visit and have a short "practice" preschool day for about 1 hour. The school calendar lists the exact dates and we will be sending out an email to give you these details again. (Usually the Open House is from 9 a.m.-12 noon on the last Monday in August and the Phase-in visit is from 9-10 a.m. or 10:30-11:30 a.m. on that Tuesday.)
9. If you want to pay the application fee and/or deposit online, let us know and we will invite you to join our school on Brightwheel.

Let us know if you have any questions! The best way to reach us is via email at admissions@robotsandmudpiespreschool.com

Please Note: The Application Fee and Deposit are non-refundable. The application fee goes towards administrative costs and pays for a backpack for your child. The deposit is used to hold a space for your child over the summer. This \$350 is part of the annual tuition and it lowers all of your monthly payments. However, it is NOT the September tuition payment. Your contract states what your monthly payments are AFTER the deposit has been applied.

Thank you,
Barbie Gallini and Brenda Cubero