

PASA ADMISSIONS POLICY

- PASA welcomes any child regardless of race, religion, sex, ancestry, or national origin. We believe in providing equal care and attention to all children.
- Children with special needs are considered for admission or readmission when the Head of School and/or appropriate licensing agencies determine the school and its facilities can meet the needs of the child without compromising either the care of the special-needs child or the care of the other students.

Application Procedures

- Admissions materials for the following school year will be available on or about November 1st of the current school year. These materials will be distributed to all PASA families following the Christmas holiday.
- **To be considered in the first round of class placements, all applications and non-refundable application fees are due in the PASA office by February 1st for the following school year.** This includes all returning-family applications, as well as new-family applications.
- All application fees must be paid with a check - PASA will not accept cash application-fee payments.
- Any application submitted without the required fees will not be considered in the first round of class placements.
- In the first round of class placements, students will be placed into classes according to the following sequence of criteria:
 1. Returning students
 2. Siblings of returning students

3. Returning families (families whose children's attendance at PASA does not overlap) Preference will be given to those having a child who graduated from the four's program.
 4. Children who applied for the current school year but did not receive admission and who submit a new application for the following school year
 5. All others
- In the event that there are spots available in a given class once applicants meeting criteria 1-5 have been placed, a lottery methodology will be used to fill any remaining spots and to place families on a waiting list, if necessary.
 1. Children on the waiting list will be placed in classes, when spaces become available, based on the order in which they appear on the list.
 2. If necessary, the same lottery methodology will apply to families meeting criteria 1-3 if the number of applicants from this group exceeds available spaces in a given class.
 - Requests for tuition deposits will then be sent to those families receiving spots and will be due by at the time stated in the letter. Deposits not received by this date will free up your child's spot for a waitlist applicant.
 - All tuition deposits are non-refundable.
 - All students with an outstanding balance from the previous year or the current year (as of February 1st of the current year) will be ineligible to submit an application to attend PASA for the next year. **If the account has an outstanding balance at the end of the school year, the child will be ineligible to attend PASA until the account balance is paid.**