



SPNDS Admissions Policies and Procedures

Admissions Timeline for the 2025-2026 School Year:

- December 2024 through January 2025 – tours for prospective families
- January 4th – Open House for prospective families
- January 17th – Applications will be available on our website and in the SPNDS office
- January 21st– January 31st - Applications can be submitted by current and alumni families
- February 3rd at 8:00 am – Applications can be submitted by new families
- February and March – Contracts will be sent to admitted students on a rolling basis
- April 7th – Waitlisted students will be contacted by email
- June 15th – all enrollment paperwork, including a medical form and vaccination record, must be received to hold your spot for September

Admissions Policies:

- Admission, the provision of services, and referrals of families shall be made without regard to race, gender, religion, disability, national origin, immigration status, preferred home language, gender identity or sexual orientation, marital status, or family structure. Efforts are made to include children with special challenges when we can meet their developmental needs.
- Students are admitted on a first come, first served basis. The Director reserves the right to balance the classes as necessary.
- Most of our programs fill on the day we open registration. Priority will be given to applications handed to the Director or Administrative Assistant when we open at 8am. After that, applications submitted by email, mail, or our drop box will be opened.
- Each application is only considered for the upcoming school year. Waitlisted students who wish to attend the following year must reapply.
- Current students must be up to date on tuition before applying for the following year.

Important Notes for our Kindergarten Complement Program:

- We have limited space available in our Kindergarten Complement classes. We suggest that you apply in February rather than wait for the district lotteries.
- Contracts for admitted students may be delayed until the district lotteries are held.
- You must select either AM or PM Complement on your application. Please select the program you want based on which district kindergarten you requested. We will do our best to switch your registration after the lottery if necessary.
- Please note that we offer two complement classes in the afternoon but only one in the morning. Therefore, we will have more space available in our PM complement program when we open registration in February.