



Hartley Nature Preschool

2023-24 Application for Enrollment

Application Calendar and Procedure



All families, including returning and waiting list families, must submit an application for enrollment every preschool year. The enrollment lottery occurs in waves in the following order 1) currently enrolled and returning children and staff children, 2) current/alumni siblings, 3) general public. Placements are also made in consideration of balance of age, gender, diversity, and group dynamics.

February 8, 2023—Applications for the Enrollment Lottery Due with \$25 non-refundable application fee

March 10, 2023—Notification of class placement will be emailed no later than March 10, 2023

March 24, 2023—Non-refundable deposits due by March 24, 2023 to hold your placement. This payment will be applied to May 2024 tuition only and is non-refundable regardless of child’s attendance

After February 8, 2023—Applications received after the enrollment period will be added to the waiting list

****Scholarships are available to help you pay for preschool!****

You can apply for a scholarship when you pay your registration fee on our [online payment system](#). Funds are limited. Early application is recommended. Scholarship awards are determined by family need, availability of funds, and total number of scholarship requests.

Scholarship applications will be considered at the beginning of each appropriate wave.

Child’s Name _____ Preferred Nickname _____

Child’s Age on September 1, 2023 _____ Child’s Date of Birth _____ Pronouns _____

Currently Enrolled Student Sibling of Current/Alumni Student New Applicant

Please tell us about your family

Parent(s)/Guardian(s) _____

Home Address/City/State/Zip Code _____

Home/Cell phone number(s) _____

Email address(es) _____

Siblings’ names and birthdays _____

Describe any care your child is receiving from an OT, PT, or other medical provider(s), health care needs, such as asthma or an allergy, and any special education needs, such as an IEP or 504. *This information is critical to help us prepare to teach your child.* _____

Optional Space for You to Share:

Why is your family interested in HNP? _____

Requests for teachers and/or classmates _____

Please rank your order of enrollment preference for the 2023-24 Preschool Year

Children must be 3 years old and potty trained by September 1, 2023 to enroll.

Please note new age priorities for full day enrollment lottery below.

*New for 2023-24, exception to 9/1/23 cut off: Applications for siblings of alumni/current students who have a birthday Sept. 1-30 will be considered in the lottery for ½ day classes (not full day classes).

Rank	Times/Days	Hours	Ages	Enrollment Preference Given To	Tuition \$ per month/year
_____	Mornings, M/W/F	8:30-11:30	3-5 years old	Children who are 3 or older by 9/1/23*	333.72 / 3,003.48
_____	Mornings, T/TH	8:30-11:30	3-4 years old	Children who are 3 or older by 9/1/23*	223.56 / 2,012.04
_____	Afternoons, M/W	12:30-3:30	3-5 years old	Children who are 3 or older by 9/1/23*	223.56 / 2,012.04
_____	Afternoons, T/TH	12:30-3:30	3-5 years old	Children who are 3 or older by 9/1/23*	223.56 / 2,012.04
_____	Afternoons, Mon-Thurs	12:30-3:30	3-5 years old	Children who are 3 or older by 9/1/23*	447.12 / 4,024.08
_____	Full Days, M/W	8:30-4:30	3-5 years old	Children who are 3 or older by 5/31/23	407.16 / 3,664.44
_____	Full Days, T/TH	8:30-4:30	3-5 years old	Children who are 3 or older by 5/31/23	407.16 / 3,664.44
_____	Full Days, Mon—Thurs	8:30-4:30	4-5 years old	Children who are 4 or older by 9/1/23	814.32 / 7,328.88
_____	Forest Fridays (mark interest below)	8:30-12:30	3-5 years old	See below.	147.96 / 1,331.64

Forest Fridays at Hartley!

HNP offers a Forest Friday morning class from 8:30-12:30 for those looking for more time at Hartley. Children bring a morning snack and lunch and will be picked up by 12:30 pm. Forest Fridays are a chance for lots of outdoor play with teachers and other HNP children. Priority for enrollment is given in the following order: Mon-Thurs full day, M/W full day, T/Th full day, half day. Children cannot enroll in only Forest Fridays; it must be added to another class.

Indicate interest in adding Forest Fridays to your schedule by marking the space below:

_____ **Forest Friday class** Cost: \$147.96 /month (\$1,331.64/year)

Return your enrollment application by Feb. 8, 2023

to psdirector@hartleynature.org

OR by mail to: Hartley Nature Center, 3001 Woodland Ave., Duluth, MN 55803

A \$25 application fee must be submitted with the application. Please pay via our [online payment system](#) or submit a check with your application. Indicate your method of payment below and sign the acknowledgement.

I have paid the non-refundable \$25 application fee by:

[Online](#) payment Check

I understand that this application for enrollment does not guarantee my child a spot at Hartley Nature Preschool. I understand that the application fee is not a deposit and that I will have to pay a deposit equal to one month of preschool tuition in order to secure my child’s spot at HNP if there is an opening for my child.

Signature _____ Date _____

For office use only:

Application fee received: _____ Initials _____ Payment Method: Online Check