

Carriage House Children's Center Enrollment FAQs

1. How do I submit an enrollment application?

- Visit our website at www.carriagehouse.org to download the application form.
- You can submit your application several ways:
 - By Mail: Send the completed application along with a check for the application fee to our Center at 5604 Solway Street, Pittsburgh, PA 15217.
 - In Person: Drop off the completed application at our Center between 8:00 AM and 5:15 PM. While we cannot offer tours during drop-offs, it's a great chance to see our building and meet our office staff. We also enjoy the opportunity to greet you in person.
 - We are working on enabling electronic submission and payment for your convenience. Stay tuned for updates!

2. Can I submit an application for a child who has not yet been conceived?

- We kindly ask that you wait until your child is conceived before submitting an application.

3. What happens next after turning in my application?

- When we receive your child's application, you will receive a confirmation email that your child has been added to our waitlist. Please note that being on the waitlist does not guarantee admission to the center.

4. Can you tell us our child's position on the waitlist?

- While the application date is important, other factors also affect admission decisions, including priority status for siblings and alumni, preferred schedule, gender, and date of birth. We aim to maintain a balanced mix of ages, genders, and schedules in our classrooms, which means we might not follow the waitlist strictly in order.
- Many families apply but later find other care and do not inform us to remove them from the waitlist. As a result, we often move quickly through the list and cross off many names.
- Therefore, while we can provide your position on the waitlist, please keep the above information in mind.

5. What are the chances that my child will be accepted?

- This question is challenging to answer because of the way we move through the waitlist, as mentioned above. However, submitting your application ensures that your child will be considered for enrollment. Without an application on file, this cannot happen.



6. When should I tour the Center?

- If you have not done so already, please set up a time to tour the program [here](#). Completing your tour beforehand ensures you're prepared to make a decision if a space is offered to you. Families typically have 10-14 days to make a decision on accepting an offered space.

7. Do I need to apply every year?

- No, your child's application will automatically carry over to the next age group as long as you respond to our survey in the fall. In mid-to-late October, you will receive an email survey asking you to update your child's information as we prepare for enrollment acceptances in the coming February. If you do not respond to the survey, we will remove your child from our waitlist.

8. How will you contact me?

- All communication is done via email. Please ensure we have your updated and active email address on record.
- If you need to update your email or make any changes to your application, please email us at chcc@carriagehouse.org. Include your child's full name and date of birth or due date.
- For children who have not yet been born, it is essential that you contact us after the birth with the name, gender, and date of birth. This information is important when we begin accepting children. If we do not receive this information within a month of the due date, we will assume that you are no longer interested in care and remove your child from the waitlist.

9. How will I know if my child is offered a space?

- You will receive an email from Carriage House. Families typically have 10-14 days to decide whether to accept the offered space. A \$500 deposit is required to secure your child's spot.

10. When do you accept children for enrollment?

- In February, we begin accepting children for the upcoming school year, which starts in September. Most acceptances occur between February and April. By the end of May, all new families will have been accepted to Carriage House, and enrollment will be closed until the next school year. Occasionally, we may admit a few children in late spring or early summer due to unforeseen changes in our enrollment.



11. If I accept a space for my child, when can they start?

- In order to provide supportive transitions of new infants and toddlers into our program, we gradually enroll children in June, July, and August, with all infant and toddler classrooms fully enrolled by September 1st. Infant and Toddler families who begin over the summer receive a pro-rated summer financial agreement.
- All new preschool and kindergarten children start in September. However, if there is availability in our summer camp program, some children may attend the summer prior to the beginning of the school year. If there is space available, parents will be directly notified.
- Occasionally, we will enroll children throughout the school year due to changes in our enrollment and staffing.

12. What is my financial commitment?

- Carriage House operates on a school-year calendar. Preschool and kindergarten families receive a financial agreement committing to a school year, September through May. Infant/Toddler and Twos families receive a financial agreement committing to a full year, September through August.
- Current tuition rates are posted on our website under the Admissions Tab. Tuition is updated in the summer for the upcoming school year, with a typical increase of 3-5%.
- The admission deposit (\$500) may be credited against the last tuition payment of the child's enrollment at the Center, provided all contractual agreements are met. If circumstances necessitate withdrawing the child from the program before starting in September or before the end date of the financial agreement, parents are responsible for two months' tuition. If the child is in attendance, tuition will be charged for two months after the child's last day. The deposit, however, is not refundable.

Thank you for taking the time to read through our enrollment FAQ. We hope this information has been helpful in answering your questions. If you have any further inquiries, please don't hesitate to reach out to us at chcc@carriagehouse.org or at 412-421-0300. We appreciate your interest in our Center.

Best regards,

Carriage House Children's Center