



ADMISSIONS POLICY

Enrollment is open to any child 18 months of age through 5th Grade without discrimination in regard to sex, race, color, nationality and/or ethnic origination, disability, or creed. Enrollment priority is generally given to siblings of current children, children of DVIS employees, native-speaking students, and former DVIS families.

A number of other factors are considered and determine enrollment of individual children, including: date of application, scholarship qualification, and parents' philosophical compatibility with the program. DVIS aims to connect families with one another, rather than having each family exist as isolated units.

DVIS program thrives on cultural diversity; children are enrolled in an effort to reflect as much of this diversity as possible. Each child is considered as they "fit" within an already existing group. This process of "matching" is a central factor. In this process, the Director will assess the program in terms of the composition of the group within each classroom. It is similar to curriculum planning in that a complex, enriching environment is developed to facilitate learning among all peoples involved. The most important part of our program is its people. As a result, optimal "matches" are important. Factors considered in this process include, but are not limited to: age, native language, characteristics of development, balance of genders in groups.

Decisions on enrollment and retention of students are made at the sole discretion of the pedagogical staff and the Director of the school.

APPLICATION PROCESS (NEW FAMILIES)

Families interested in enrollment at DVIS are asked to complete the following items in the process of applying to the program:

1. Schedule a Tour of the school with the founder and director.
 - You will receive a Prospect Family Folder including all necessary applications, tuition forms, a calendar, and other pertinent information during your visit, or you may download them from the website anytime.
2. Complete and submit an Application along with the application fee.
3. Acceptance Letter will be sent along with the following documents. Once these have been received your child's space will be fully confirmed.
 - Enrollment Agreement signed and submitted

4055 Roswell Rd., Atlanta, GA 30342 • Phone: 678.510.1214 • Fax: 678.510.1222 • www.dvischool.com



- Reservation Deposit paid
 - Matriculation Fee paid
4. Seek out opportunities to visit the school with your child before their start date!
- Events:
 - Back-to-School Meet & Greet + Picnic (*Friday before the start of school*)
 - Fall Festival (*usually Oct - see calendar in Prospect Family folder*)
 - Open Houses (*Fall and Spring*)
 - International Festival (*usually in May, includes End-of-Year Presentations by all classes, see calendar for exact date*)
 - Coffee Morning - come chat with other parents (*see calendar*)
 - Art Galleries (*see calendar*)
 - Ask administration about other possible events!
 - Classroom Visits: There are scheduled Visit days to next year classroom in the fall of each year or you can contact Administration directly to schedule a separate classroom observation.
 - Classroom Observations are usually requested for children enrolling in 4K or above.
 - These are scheduled by Administration
 - The child will visit their current grade/level classroom without the parent for an appropriate length of time for their age and circumstances.
5. Receive New Student Welcome Packet of Enrollment Forms, including all necessary documents for enrollment.
- Complete and return all documents by July 15th
 - Submit [Certificate of Vaccination GA form 3231](#) or Affidavit of Exemption
 - This is required by Georgia State Law
 - No student shall be permitted to attend school without an up-to-date immunization record or affidavit.
 - Read Parent Handbook and return signed last page.
6. Receive Classroom Supply Lists from teacher(s) or administration and be prepare for the first day of school!

DVIS admits the majority of its new students between mid-January and mid-March of each year, as a result of planning and arrangements made between October and December. Occasionally, however, we may experience mid-year vacancies; most often, these open in the 2K program. Class vacancies are filled directly from our waiting list.



Applicants who are not enrolled at the end of the admission period are added to our waiting list in order of application submission. Each January, we update the waiting list by sending a sustained interest form to each family on the list. Only those families who return a completed form by the determined deadline maintain a position on the waiting list.

Upon confirmation of enrollment, the Director may schedule a conference, if necessary, with parents/guardians to review all forms and requirements.

RE-ENROLLMENT PROCESS (RETURNING FAMILIES)

All currently enrolled families must complete and submit a Re-Enrollment Application and enrollment agreement by the end of February. **Priority enrollment is limited to the month of February.** Any re-enrollment requests incomplete by the end of February will be considered at the time of full completion along with any applications submitted by new families. All applicants are admitted at the director's discretion.

Steps for Re-Enrollment:

1. Complete and submit the Re-Enrollment Application and Enrollment Agreement.
 - a. All parties with custodial rights are required to sign these forms.
2. Pay Reservation Deposit of \$2,000.
3. In order to be considered fully enrolled during the **priority time period** these two forms above and the deposit must be submitted no later than the **end of February**.
4. Complete Returning Student Packet of required information updates by July 15th.
5. Current Certificate of Immunizations (GA Form 3231) or an Affidavit of Exemption are required by ALL students under Georgia State Law BEFORE the first day of school.
6. Receive Classroom Supply Lists from your teacher(s) or administration and be prepared for the first day of school!



MATRICULATION FEE

A one-time, non-refundable Matriculation Fee is required upon enrollment of new students. This fee covers both operational and capital costs associated with teaching resources. It also help cover the cost of admissions, marketing, web, and other services associated with the enrollment of new students.

- The Matriculation Fee is not applied to tuition.
- The Matriculation Fee is discounted for siblings as follow:
 - First student: \$2,000
 - Second student: \$1,500
 - Each additional student: \$1,000

RESERVATION DEPOSIT

An annual \$2,000 non-refundable Enrollment Reservation Deposit is required to be considered fully enrolled. This deposit allows the school to purchase necessary classroom and teaching materials before the start of the school year. Additionally it supports hiring and teacher preparation for the coming school year, infrastructure and material costs, and administrative costs of enrollment. This deposit ensures that the school does not inappropriately incur expenses for students who may decide not to come after preparations have already been made for them.

- This deposit is applied toward the first tuition installment in July.
- There is no sibling discount since this deposit counts toward tuition payments.