

Submitting Completed Applications

Be sure to complete the Enrollment Application thoroughly, neatly, and accurately. Incomplete Enrollment Applications will not be considered. City Neighbors Hamilton will not be responsible for incorrect, inaccurate, or illegible information. Inaccuracies or misrepresentations on the Enrollment Application will adversely affect the applicant's placement on the acceptance/waiting list.

Enrollment Applications will be accepted in one of three ways:

- hand-delivered to City Neighbors Hamilton, 5609 Sefton Avenue, Monday through Friday, between 8 AM and 3 PM (recommended); or
- scanned and emailed as an attachment to applications@cityneighborshamilton.org; or
- mailed to City Neighbors Hamilton, 5609 Sefton Avenue, Building 1, Baltimore, MD 21214; or

Hand-delivery: Because the enrollment period includes Winter Break, other school holidays, and possible school closings due to inclement weather, please contact the school office first to ensure school is in session: 443-642-2052.

Email: City Neighbors Hamilton will not be responsible for delays, interruptions, or malfunctions of the receipt or transmission of email, or for the quality of the scanned image. An automated delivery message will follow all emails received to that email address. The automated reply does not confirm accuracy, completeness, or legibility of the application, nor does it confirm an attachment was received.

Mail: City Neighbors Hamilton will not be responsible for lost, delayed, damaged, or misdirected mail. Please call to verify receipt of applications one week after mailing the Enrollment Application. All Enrollment Applications must be received by 3 PM on February 10, 2017. **THIS IS NOT A POSTMARK DEADLINE.** Mailing of Enrollment Applications less than one week prior to the deadline is not recommended.

NOTE: We do not accept applications via fax.

Late Arriving Applications: Enrollment Applications received after 3:00 PM on February 10, 2017 will be placed at the bottom of the waiting list in the order they are received and will not be included in the lottery draw, should one be necessary.