

# The Nationally Accredited Peoples Church Preschool

## Waiting List FAQs

### What do I have to do to be put on the Waiting List?

Your name can be added to the Waiting List once you have completed the application and submitted application fee.

### Is my application fee refundable?

Yes and No.

If you decide to remove your name from the Waiting List for any reason prior to being offered a space, your application fee will be refunded in full. If, at any point, you are offered an enrollment space, whether you accept or decline, regardless of whether it is before, at, or after your requested start date, your application fee becomes non-refundable.

### Does anyone have priority to go above others on the Waiting List?

Yes. The priority for the Waiting List goes in this order: staff members, families with siblings in the program, church members, and all others in first-come/first-served order.

### What if I decline to enroll when a space is offered to me? Do I go to the bottom of the list?

No. If you decline a space and wish to remain on the Waiting List, you remain at the top of the list and will be contacted first when the next space becomes available.

### How long is the average family on the Waiting List?

Because of the number of variables involved, there is no average. Families have waited as little as a day and as long as a year. Most families are able to get in somewhere near their requested date. If you're interested, the director will share as much information as possible about the current state of the waiting list.

### If we join the waiting list, we will be the 18<sup>th</sup> family. Since there are only 10 enrollment spaces in the Infant room, should we even bother?

Yes. When there are 12 or 40 names on the Waiting List, there may actually be only 6 families that are serious about getting into the program right now. For that reason, we may offer a space to the first 17 families and they may all have a reason that they do not want to enroll at this time. In that case, the 18<sup>th</sup> family would have the opportunity to enroll.

### How much time do I have to make a decision about enrollment once a space has been offered to me?

24 hours. It is very important to make sure that you have left multiple telephone numbers and a clearly written email address so a message can be left at more than one number if necessary. In addition, it is important to let the preschool know if you will be traveling and/or unable to receive a message for a certain period of time. When an enrollment space becomes available, the family at the top of the list is notified first, offered the space and given 24 hours to make a decision. If the decision is YES, enrollment procedures begin. If the decision is NO, the next family will be immediately notified and given the next 24 hours to decide.

### What if an enrollment space is offered before my maternity leave is over?

If you are offered a space prior to your requested start date, you can decline the space and wait for the next available opening or you can take the space. Taking the space does not mean your child must begin to attend the school, but it does mean you must start paying full tuition.

### As my requested start date gets closer, how will I know if my child will get into the program and at what point do I make arrangements for Plan B?

You can contact the Directors (332-2885) at any time as often as you like. We will be happy to update you on how close your name is getting to the top of the list. It is always a good idea to have a backup plan. That way, though the Peoples Church Preschool may be your first choice, you will have somewhere to start until a space becomes available.