

Wait List and Reservation Policies

Thank you for taking the time to find out about Annette's Preschool. If you are interested in any program at Annette's Preschool, we suggest you consider getting on our wait list. Because we are a year round program, we don't have a specific enrollment date. We regularly assess openings available in each class and use the wait list to inform families when availability exists. Your position on the wait list determines when you get a call about an available opening. Occasionally an opening will become available in a class during the school year.

Please read carefully through the following information in order that you understand the process, the choices and commitment involved.

WAIT LIST – How it works

To get on the Annette's Preschool wait list, interested families need to fill out a wait list application and pay a one-time \$50 non-refundable fee.

We maintain one central wait list for our center. As the list is usually long, especially for the Infant (6 weeks to 12 months) and Mobile Infants (12-24 months), it is important to apply as early as possible. The average wait time for enrollment varies depending on a number of factors (Alumni Family, Hinesburg Resident) and age of your child. As children age while on the waiting list, they are automatically considered for any opening that they qualify for by their birth date.

Children of our teachers are given priority over all others on the waiting list. We also give preference to siblings of children currently enrolled in our center. Finally, families that live in Hinesburg are prioritized. The date of application is the final criteria for priority within each of these groups.

Beginning at the top of each list, parents are notified via email when a space is available for their child. Parents are given 48 hours to notify us of their decision to either accept or decline the enrollment. If parents fail to contact us within the 48 hour period, the assumption is made that the family is no longer interested in our program and the child's name will be removed from the waiting list. If the space is declined, the child's name is removed from the waiting list. Because of this, it is very important to keep us up to date with changes to contact details (e.g. email address and phone numbers).

Note that the payment of the waitlist fee does not ensure a place in our school but does serve to keep your child's name on our list of prospective students. Your child's place on the wait list is determined by the date we receive your wait list form and fee.

AN ALTERNATIVE TO THE WAIT LIST – *Your Option to Reserve*

Being on a long waiting list can be frustrating and uncertain. To provide some additional certainty to our families, we have an alternative ***option to reserve*** a childcare opening on a specific date in the future. This requires a family to pay a small weekly fee to secure the right to be notified if another family is

willing and able to enroll earlier for the same spot. If notified, you will be able to guarantee the opening by converting this option to a full registration. This will require the payment of full tuition from that date forward. **We will apply 50% of your option to reserve fees toward your tuition upon enrollment.** If you choose not to enroll your child, you will forfeit your option to reserve fees.

Why would we offer this? It allows us to secure openings much longer in advance than we normally could, and provides our families with some additional certainty over a longer reservation period but without having to pay the FULL tuition from the date they initially inquire.

Who should consider this? It is easiest to see this as being given a “right of first refusal”. This option is best for those families who wish to defer enrollment until a specific date in the future, usually more than 6 months from the date they first inquire. The most common reason may be an upcoming birth or a future relocation to our local area. Some families who are not currently enrolled at Annette’s (but who have Infants or Toddlers in alternative care) and who plan to enroll their child at the beginning of the next school year in a preschool program, may be interested in this reservation option, since we are a year-round program.

Here is an example of how this option works.

1. You will be required to **pay a \$30/week fee for each week before your child’s intended start date.** (No waitlist fee is required). For example, in April you wish to enroll your child in September (5 months away). You can opt to pay a \$30/week fee starting in April. If you do not hear from us, you will be able to register 30 days before the start date (i.e. By August 1) by paying a deposit (initial and final week’s tuition) and a \$60 registration fee - one per family. Once that is done, the enrollment is fully guaranteed and you will not be required to pay the \$30/week fee any longer. At that time, 50% of the option to reserve fees paid by the time of enrollment will be applied toward your tuition.
2. However, if in July a different family commits to take the opening immediately or at any time before your 30-day registration period begins (in this example, on August 1), then we will contact you if the second family is willing to commit to the opening by signing a provisional contract and paying the deposit (refundable if not required).
3. You will have 48 hours to decide if you want to register immediately for the spot you have deferred enrollment for. **To do this you would be required to pay the full tuition from the time the other family was willing to register.** If you decline to register, you will remain on the general waitlist for your preferred date, but you would no longer be required to pay the \$30/week fee.

Our commitment is that you will have the first choice to register for this spot. **You will ALWAYS have the ability to register and “lock in” that opening for which you were paying the small option fee.** You would also be offered any *unanticipated* openings that arise before they are offered to those on our general waitlist.

If you have any questions, please call us!

Frequently Asked Questions About Our Wait List:

We compiled these answers to questions parents frequently ask with the hope that this information will be helpful to you. If you have a question that isn’t answered here, please call Victoria or Andrea on 802 482 2525 or e-mail at info@annettespreschool.com.

1. How long is the waiting list?

While the waiting list for some of our programs is quite lengthy, we often enroll children into our Preschool in the summer period fairly quickly from the waiting list.

2. Will my child get in faster if I wait for part-time?

Part-time availability is extremely limited and only available for older toddler and preschool age groups. Obviously if you can be flexible with the days you require, then that will help us provide you a spot quicker.

3. Can I stop in anytime and have a look around?

In order to provide a safe and secure environment for the children, we can only permit you to visit our classrooms if you are accompanied by the director or another staff member. To schedule a visit please call the office at 802-482-2525.

4. If my child is still on the waiting list when he or she reaches toddler age (or preschool age) do I go to the bottom of the waiting list for that age group?

Your child's name will be added to the toddler (or preschool) waiting list by your original date of application. His or her name will be higher on the list than those who applied after you and lower on the list than those who applied before you.

5. How is it possible that someone who applied after I did was offered a space before me?

The only priorities we offer are for children of center staff, for siblings of enrolled children and Hinesburg residents. Aside from these priorities, it is possible for someone who applied after you to be offered a spot before you if any of the following situations apply:

- A family purchases an option to reserve (see above). If a spot comes up before their actual preferred start date, they will be offered that spot before it goes to others on the waitlist.
- The opening is in a different age group (i.e. your child is toddler-aged [24-35 months old] and the opening occurs in Infants. Similarly, if your child is preschool-aged [over 35 months old] and the opening is in Toddlers), you will not be contacted. Due to internal movement, most of the openings occurring during the academic year (September through May) are in the Infant area.
- You require only part-time care only and a full time spot is available.
- We didn't receive your waiting list update form. Waiting list update forms are sent out in the fall and in the spring to everyone on the list (except to those who applied within the 3 months prior to the update mailing). The names of those who do not return the form to us are deleted, so it is very important that you notify us whenever your address and/or phone numbers change.

6. I didn't return my update form. Do I go to the bottom of the list?

If your update form wasn't returned and your application was deleted from the waiting list, you will be reinstated by your original date of application once you contact us and let us know you are still interested.

7. I returned my update form. When will I hear from you about where I am on the list?

It's just not feasible for us to contact each of the waiting families to tell them where they are on the continually changing list. You may contact our Program Director by e-mail director@annettespreschool.com. The program Director will be able to provide you with more accurate information after the update is complete.

8. Do I have to wait until you send me an update form to change my preferred start date or enrollment options?

You may make changes at any time before you are actually offered an opening by e-mailing director@annettespreschool.com or by calling 802-482-2525 and letting the Program Director know what you would like to change. If you have received a waiting list update form, please use that to make any changes. By changing your preferred start date or enrollment options before an opening is offered to you, you can avoid losing your place on the list if the option available is one you are no longer interested in (or the opening is presented before you want to accept it). Once you have been offered the opening, it is too late to make changes. You must accept the opening as offered or your child's name will be deleted or put on the bottom of the waiting list, whichever you prefer.

9. If I choose the option to reserve, do I have to set a specific date to enroll?

You will be required to give a 2 week window of time as a start date if you choose an option to reserve.

10. What if I don't enroll for the spot I have been paying an option to reserve fee for?

Upon enrollment, 50% of your fees can be applied toward tuition. If you choose not to enroll in the spot for which you have been reserving an option for, you will forfeit the fees paid to date. However, if you do enroll within 12 months, you will still be able to apply 50% of the fees paid to date to your tuition upon enrollment.

DATE: _____

Welcome to Annette's Preschool and the Clubhouse!

We are a 5 STAR early care and education program serving families with children age 6 weeks to 12 years. We provide hands-on, play based learning experiences that are appropriate for each child's unique learning style and level of development. Please contact our office to schedule a visit as a first step to finding out more about us! We offer a year round program, and manage one general wait list for all openings. You will be notified if we project openings which correspond to your preferred start date and age of child. If we do not have an opening at the time of your inquiry, you may choose to add your name to our **General Wait List** to be notified for an upcoming opening. There is a one-time \$50 application fee, and your name will be kept on our list for 1 year. If you wish to defer enrollment for your child until a date in the future, you may wish to consider an **Option to Reserve** for a small weekly fee. Please fill out form completely.

Parent Name:		
Address:	City:	ST
Home Phone:	Cell Phone:	
Email:		

Child Information:

Name of Child 1:	Child 1 Date of Birth:	Sex: M F
Name of Child 2:	Child 2 Date of Birth:	Sex: M F

Program Preference:

Type of Enrollment:	Full-time	Part-time		
Preferred Date of Enrollment:		Flexible Date? Y N		
Circle Type of Program:	Infant	Toddler	Preschool	Afterschool

How did you hear about us?

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Wait List (please select one)

I wish to add my child(ren)'s name(s) to Annette's Preschool General Wait List. Should an opening become available which is appropriate for the age of my child, and not currently being held by an Option to Reserve (see below), I will be contacted and offered the opportunity to enroll my child. I understand that my name will remain active on this list for a period of one year, and that I am responsible for keeping my contact details up to date. I understand there is a one-time nonrefundable fee of \$50 per family. Priority on the list is determined by the date of inquiry, the corresponding age of the child to the program which has an opening, Hinesburg residency, and multiple children who wish to enroll. The \$50 fee is waived for currently enrolled families.

OR

I opt to reserve an opening for my child for a date in the future. I authorize Annette's Preschool to deduct a non-refundable \$30/week fee during the interim period. I understand that if another family wishes to enroll for the same opening I will be notified FIRST and will be offered the chance to guarantee the spot for my child by converting to full enrollment at that time. I understand that 50% of the fees paid to date will be applied toward tuition. Should I decline to convert to full enrollment at that time, the opening will be given to the other family and my child's name will be added to the General Wait List and I will no longer be required to pay the \$30/week fee.

DIRECT DEBIT

Bank Name: _____

Routing Number: _____ Account #: _____

OR

CREDIT CARD AUTO PAY

Credit Card Type: VISA - MasterCard - Discover Card - American Express

Name of Credit Card: _____

Credit Card #: _____

Expiration Date: _____

Printed Name Parent: _____

Signature Parent: _____

Signature of Director: _____

Date: _____