



## **Waitlist Procedures**

Children can be placed on the waitlist no earlier than their first birthday. Typically, children are enrolled in the fall, but enrollment continues throughout the year as space is made available.

Parents can submit the Waitlist Request form in person, online, or via mail. Placement on the waitlist is dated when the \$80 waitlist fee is received. This fee is non-refundable. Upon enrollment, \$40 of the \$80 waitlist fee will be applied towards child's annual registration fee. Upon enrollment of a sibling, 100% of the waitlist fee is applied to the enrolling child's annual registration fee.

When a vacancy matching your desired start date and days come up throughout the year, including fall, parents are contacted via email or phone that the space has been made available. If parents decline or do not respond, the family is either removed from the list (if declining enrollment) or moved to the bottom of the waitlist. Please be sure to communicate with Pasitos if you will be leaving town for more than seven days.

Offers will be made based on waitlist position and number of slots available. Once enrollment has been confirmed, parents will need to secure enrollment by paying with check a non-refundable deposit/registration fee of \$100. Required enrollment forms must be submitted prior to beginning two week trial. Enrollment forms can be found online.

Typically, initial visits should be scheduled within two weeks of space availability, no longer than a month after first being notified. Two week trials should begin within two weeks after initial visit. You will have at least 30 days to give your current childcare providers notice.

### **Waitlist Placement/Status Community Board**

- A child's place on the waitlist is generally determined by different priorities.
- First priority is for children who already have siblings enrolled in the school and to children of staff members.
- Second priority is determined by the date your child was placed on the waitlist.
- Families needing full-time care have priority.

It is very difficult to pinpoint a child's exact placement on the waitlist because their position may fluctuate based on priorities and aging up children. If you have specific questions you can contact the schools director. Please keep in mind that these numbers do not guarantee or imply an offer of enrollment. Please feel free to contact the school with any questions you may have regarding the waitlist or other enrollment procedures.