

Little Friends
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Pre-Enrollment and Wait List Policies

General Information:

Little Friends will maintain a wait-list in any classroom that is fully enrolled. To be placed on the wait-list a family must complete an Enrollment Application and submit that together with a Registration Fee of \$150 (per Family). Families can submit their enrollment applications and registration fees either in advance of a program visit/tour, or after touring. The registration fee is refundable up to the point space is offered and applications can be withdrawn at any time before placement is offered. Children are placed on the wait-list by classroom according to their age and in order of registration. Unborn children are placed in order of registration and by due dates. Adoptive families should be placed once they have received confirmation from their agency/embassy of their adoption date. The wait-lists are updated monthly (and as information changes) to maintain appropriate corresponding classroom placements. Families maintain their registration date status as they move between age groups on the wait list.

Children on the border between two age groups may be offered placement in the older program if the earlier transition will benefit the child by reducing total transitions and ensuring appropriate placement.

Placement on the wait-list does not guarantee that placement will be available at the desired time of enrollment. Space is offered as it becomes available and is dependent on occurring vacancies caused by transition or student withdrawal. Offers of placement are made in order of placement on the wait-list to families in the appropriate age groups who are within 90 days of the desired enrollment date (on either side). Siblings of children currently enrolled are given priority placement.

Accepting/Declining Placement Offers:

- Only families who have submitted their enrollment form/registration fee will be placed on the wait-list.
- Placement offers will be made by phone and e-mail. Families will have 48 hours to reply to the offer. Please make sure that we receive advance notice of any changes to your contact information.
- If there is no reply after 48hrs, we will make the offer to the next eligible family.
- Once placement is accepted, the family is accepting responsibility for the tuition for that placement from the date placement becomes available. For example, if notified in January that placement will be available April 1st, the tuition is due for the placement beginning April 1st whether you will actually begin attendance then or not.
- Every effort will be made to provide as much advance notice as possible, however, vacancies that occur within a short time frame may be offered for immediate enrollment. In those cases, families will be given a 30 day courtesy hold from the date placement is available.
- Sibling families are offered the additional courtesy of a 30 day hold in either scenario.
- If placement is declined. A family can then choose to a. remain on the wait-list in their current status to be notified of the next available placement or b. remove their name from the wait-list and deactivate their application.
- Families can request to de-activate their application at any time before placement is offered to receive a refund of the registration fee.

Sibling Family Wait-List Policies

- Sibling families are offered placement as first priority in the order that they are pre-registered.
- Desired placement dates cannot be guaranteed, however, every effort will be made to forecast sibling placement during roster/wait-list updates so that sibling families can have first option to hold placement if they choose to.
- Sibling families will be given the option of holding placement as placement dates are known in advance if the family chooses to accept tuition responsibility in advance of beginning attendance.
- Siblings are given the courtesy of a 30 day hold without tuition obligation. *For example, if notified that placement will be available in the desired class as of Jan 1, but you do not plan to begin attendance until April 1, you would be responsible for tuition beginning Feb 1 to hold that placement.*
- If a sibling family chooses not to hold placement, they will still be offered placement in priority order as spaces become available.

FAQ's

When should we register?

You should register to be placed on the wait-list as soon as you have a due date or know when your desired start date is going to be. The further in advance you are registered, the better your position on the wait list is for placements as they occur.

How long can we anticipate being on the wait-list?

It is difficult to say. Placements are offered as they become available throughout the year. The wait-list is fluid and changes as transitions occur throughout the program at any time of year.

Should we plan for back-up care even if we are registered months in advance?

Yes. Since movement within the program and on the wait-list is largely unpredictable, you should not count on a start date until an official placement offer has been made.

Can I check on my status on the list to be given a better idea of when we will get in?

You are welcome to check-in anytime; however, it is not likely to yield better predictions of start dates because things change all the time.

Once I am offered placement and accept, what happens?

At that point you will be given instructions for completing the remainder of the enrollment forms, classroom introduction information and you will pay your tuition deposit to secure your placement (based on your program/schedule). The tuition deposit is applied to your account for the first month you are responsible for tuition payments. We will schedule transition visits (2) the first for you to come in with your child, meet the teachers and tour the classroom again. The second for your child to have an abbreviated day in their classroom as an introduction and first separation from you to their new classroom.