



HOPKINS HOUSE

- A Learning Center for Children and Their Families

PRESCHOOL ACADEMY ENROLLMENT WAITING LIST GUIDELINES

Effective July 1, 2011

Due to the quality of our services, enrollment in the Hopkins House Preschool Academy is usually at capacity and in demand year-round. However, when children graduate and move on to kindergarten or when their families move from the area, occasional vacancies occur. For this reason, we maintain an Enrollment Waiting list.

Enrollment in the Hopkins House Preschool Academy is on a first-come, first-enrolled basis. We do not discriminate on the basis of race, ethnicity, income, residency or form of payment. However, preference is given to the siblings of children currently enrolled in the Hopkins House Preschool Academy.

The following lists the guidelines used to administer the Hopkins House Preschool Academy Enrollment Waiting List:

1. Hopkins House maintains an Enrollment Waiting List for each of its Preschool Academies. A child may be listed on more than one Enrollment Waiting List.
2. Placement on the Enrollment Waiting List does not guarantee admission to the Hopkins House Preschool Academy.
3. A \$100 fee is charged to list a child on the Enrollment Waiting List. This fee is non-refundable, but is applied to the first week of the child's tuition.
4. Children are placed on the Enrollment Waiting List on a first-come, first listed basis, except siblings of currently enrolled children. Siblings of currently enrolled children are given priority placement.
5. Placement on the Enrollment Waiting List remains active for 6 months, after which the placement must be renewed. Prior to the end of the 6 months, parents will be contacted and asked if they wish to renew the placement.
6. If a placement is not renewed prior to the end of 6 months, the child's name is automatically removed from the Enrollment Waiting List. In order to return the child's name to the Enrollment Waiting List, the process starts from the beginning. Out of fairness to the other children on the Enrollment Waiting List, there is no exception to this rule.

7. If placement is renewed, the child's name remains on the Enrollment Waiting List for another 6 months, after which placement must again be renewed. A \$100 fee is charged to list a child on the Enrollment Waiting List. This fee is non-refundable, but is applied to the first week of the child's tuition.
8. It is the responsibility of the parent to notify the Preschool Academy upon the birth of a child who was previously placed on the waiting list. Notification does not mean that the child moves to the beginning of the wait list.
9. Parents are informed by email and/or telephone when a vacancy in the designated Classroom becomes available. It is the responsibility of the parent to ensure that Hopkins House has a valid email address and telephone number on file. Hopkins House is not responsible if a parent cannot be contacted by email or telephone.
10. When a vacancy is available, parents have 48 hours to notify Hopkins House of their decision to either accept or decline enrollment at this time. If enrollment is declined when offered, the child's name is removed from the Enrollment Waiting List.
11. If enrollment is accepted, the parents have one week to complete the registration forms and pay the first week's tuition. Upon successful completion of the registration forms and payment of first week's tuition, parents have two weeks in which to begin enrollment. If the parents fail to complete the enrollment process within one week, the vacancy will be reopened and offered to the next child on the Enrollment Waiting List. Out of fairness to the other children on the Enrollment Waiting List, there is no exception to this rule.
12. If a child does not start on the date agreed upon at the time of registration, Hopkins House will not "reserve" or "hold" the vacancy, unless payment for that time is made. Out of fairness to the other children on the Enrollment Waiting List, there is no exception to this rule.