



**HOPKINS HOUSE**

*- A Learning Center for Children and Their Families*

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## **PRESCHOOL ACADEMY ENROLLMENT WAITING LIST GUIDELINES**

Effective July 1, 2007

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 fee is charged to list a child on the Enrollment Waiting List. This fee is non-refundable.
4. The Enrollment Waiting List is organized by Classroom: Infant Center, Toddler, Twos, and Junior Pre-K (i.e., threes and fours).
5. Hopkins House does not maintain an Enrollment Waiting List for its Kindergarten Prep Classroom. In order to be admitted to the Kindergarten Prep Classroom, a child must have been previously enrolled in the Junior Pre-K Classroom.
6. Children are placed on the Enrollment Waiting List, by Classroom, on a first-come, first listed basis, except siblings of currently enrolled children.

Siblings of currently enrolled children are given priority placement.

7. Placement on the Enrollment Waiting List remains active for three months, after which the placement must be renewed. Prior to the end of the three months, parents will be contacted and asked if they wish to renew the placement.
8. If a placement is not renewed prior to the end of three 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.
9. If a placement is renewed, the child's name remains on the Enrollment Waiting List for another three months, after which placement must again be renewed.
10. A parent may renew the child's name on the Enrollment Waiting List for up to three times over a period of 12 months. After 12 months have elapsed, the process for listing the child on the Enrollment Waiting List starts over and a fee is charged.
11. 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. Hopkins House is not responsible if a parent cannot be contacted by email or telephone.
12. 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.
13. If enrollment is accepted, the parents have one week to complete the registration forms, pay the application fee, and first week's tuition. Out of fairness to the other children on the Enrollment Waiting List, there is no exception to this rule.
14. Once enrollment is offered, Hopkins House does not "reserve" or "hold" the vacancy beyond one week. 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.