



## Waitlist Policy

### Application Procedure for Waiting List

In order to be placed on the Windermere Kids/Green Apple Kids Wait List all prospective families are required to come for a scheduled tour – view the centre, hear about the philosophy and have any questions answered. Prior to coming in for the tour the 'Wait List Policy' and 'Wait List Application Form' will be provided to all prospective families to read and sign acknowledging they understand and will willingly comply with the policy. Families are organized in sequential order of the date/time they are placed on the waitlist. A confidential PIN# will be assigned to each child on the list. This PIN# will be required to confirm/check-in on placement position on the list. The 'Requested Enrolment Date' on the application form indicates where the family is to be placed on the waitlist. If a family wishes to change their placement within one age group waitlist to another age group waitlist, they are allowed to do so. However, their initial date that organizes their placement on the waitlist will be amended to the date of the change. Families are welcome to follow up and inquire about their status on the waitlist but we will only be in contact once a spot becomes available.

Full Time (5 days a week) enrolment applicants on the waitlist will have **priority** over Part Time (2 or 3 days a week) enrolment applicants. Final decisions on enrolment in all programs fall under the Director's discretion. Once a space is available the centre Director will contact the family confirming the proposed start date/program/schedule and provide the family with 24 hours to accept/defer/decline the placement.

If the family **accepts the placement:**

- 1) a non-refundable payment for the last month fees must be paid within 24 hrs via electronic funds transfer to: [directorwk@greenapplekidsinc.com](mailto:directorwk@greenapplekidsinc.com)
- 2) the centre Director will confirm receipt of the fees. If you have not received any correspondence from our centre within the allotted time frame, it is your responsibility to follow up to ensure that the funds have been processed. Typically you will receive a confirmation from your banking institution. We are not responsible for any additional banking fees associated with this exchange of funds, nor ensuring that the money has been received in our bank account within the allotted time.

If tuition fees are not received in our bank account within the 24 hour period, the next family will be contacted and you will be removed from the waitlist unless indicated otherwise. If you wish to return to the waitlist, the centre Director will provide you with your new waitlist date;

- 3) the centre Director will forward all final registration forms (including pre authorized debit form and void cheque) and necessary paperwork and set up the date for the Welcome Meeting.



If the family **defers the placement**, they will return to the waitlist with a new date based on the date/time of deferral.

It is the sole responsibility of the family to update the Wait List information with Windermere Kids/Green Apple Kids with regard to child's name/date of birth; any changes to the original information; any movement from age group (i.e. infant to toddler).

Windermere Kids/Green Apple Kids will not automatically roll children over to the next age group on the waitlist and children who age out of a particular program will be removed. Parents are able to contact the centre Director to indicate that they wish to stay on the waitlist and roll over to the next age group; however, once they move to a new program, their date will change. The Infant program is Birth to 18 months; toddler program – 18 months - 2 ½ yrs.; preschool and nursery 2 ½ -5 yrs.

If the family **declines the placement** they will be removed from the waitlist.

Please note that families who have registered for our wait list prior to September 1<sup>st</sup> 2016 will be grandfathered under our previous Registration/Waitlist Policy, in effect until Aug.31<sup>st</sup> 2016.

We reserve the right to change our waitlist policy as required. The Board of Directors has the final decision regarding admission.