

Description of Wait List

The demand for quality care and preschool in the Peninsula exceeds supply. We have established a wait list in order to provide parents with an opportunity to enroll their children in our quality program. The wait list fee will maintain a child's name on the wait list for a period of 2 years from the date of application. The child has to be at least 6 months old to be registered on the wait list.

The process is as follows:

- a) If the child is about 2 years old or older now, we perform a play-date assessment. If the child is much younger than 2 years old, we may decide to postpone the assessment until they are older.
- b) Parents submit a wait list application with a wait list fee of \$50.00. The wait list fee is non-refundable. It will be applied to enrollment (registration) fee if enrolled.
- c) The wait list is kept on a first-come-first-served basis; however, a priority is given to siblings of existing clients who are on the list. We try to match the type (Full-Day or Half-Day) of opening to each family's needs, stated in the application.
- d) Openings become available as children in our program enter TK/K, or as unforeseen situations such as relocation happen. The length of the wait varies. We fill openings from our wait list first, and then, if necessary, we advertise to the community.
- e) When an opening that matches a family's stated needs becomes available, we will inform the parents as soon as possible via e-mail or phone. We will also inform whether the parents need to bring in the child for a play-date assessment at that time.
- f) After we inform the parents of an opening, the parents will need to complete the play-date assessment (if needed), update the enrollment application form (if needed), and have an enrollment meeting to complete paper work and tuition and fee payments. These need to be finished within 10 business days after informing the opening.

If you have any questions, please feel free to contact Mitch at 2preschool@comcast.net or 650-869-4176.

(P.S. Please note that being on the wait list is not a guarantee for enrollment. Also, we reserve the right to decline enrollment due to the outcome of the assessment.)