

# The Waiting List Enrollment Process



If Apple Ridge does not have any projected availability that matches your family's needs upon your initial inquiry, you may choose to be placed on our waiting list. Availability projections are typically done 12-18 months in advance. If your family is on the waiting list, this means that there is no projected availability for the entirety of the completed projection timeframe. **This means that an estimated time frame for enrollment or a possibility of enrollment cannot be given.** Openings may become available as a result of a currently enrolled family's withdrawal, in which a family on the waiting list will be notified and offered enrollment at that time. Withdrawals may occur due to a currently enrolled family moving away, deciding to stay home or having another family member watch their child, a job loss/change, a change in schedule, etc.

It is impossible to know if or when a family from the waiting list may be offered an opportunity for enrollment. There are several factors that contribute to which families are offered waiting list spaces, and spaces are not always offered in the order that families are added to the waiting list. The factors that determine which family will be offered enrollment include the child's DOB, schedule/ days of the week, flexibility in schedule, preferred start date, etc. Families with flexibility are often more likely to have future enrollment opportunities arise.

Being placed on the waiting list does not guarantee or secure enrollment. Additional steps are required to secure enrollment and may only be done once an enrollment offer is given (see below). If your family is on the waiting list, we recommend reaching out every couple of months to confirm your interest and notify us if there are any changes in your family's needs.

## Going from the Waiting List to Enrollment

If an opening becomes available, we will reach out to families on our waiting list to share information about the upcoming availability and offer an opportunity to schedule a tour and/or secure enrollment. Please see below for the process of waiting list > enrollment offer > secured enrollment.

1. If an opening becomes available for your family, you will be contacted by Ashley via e-mail with an enrollment offer, including details on the upcoming availability (days of the week, timeframe for start, classroom, etc.).
2. Upon receiving this e-mail, your family will have ~1-3 days to reply to confirm interest or decline. Failure to reply in the designated time frame will result in loss of the enrollment offer, and your family will be removed from the waiting list.
3. If your family is still interested in enrollment, you will be invited in for a tour (if desired). A tour is not required to secure enrollment. Families interested in touring will have up to 5 days from initial enrollment offer e-mail to schedule and attend their tour with the Center Director at the location that enrollment is being offered at.
4. Following your family's tour, you will have ~2 days to confirm if you'd like to secure enrollment or decline enrollment. If securing enrollment, the process must be completed within the 2 days. See below for how to secure enrollment.

## Securing Enrollment

We encourage families to review all of the information provided on our website and in any e-mail communications, including our payment policies and procedures prior to securing enrollment and submitting the Enrollment Contract.

Enrollment is not secured until Apple Ridge receives the enrollment pieces mentioned below:

- Apple Ridge Academy Enrollment Contract
- One-Week Tuition Deposit (*non-refundable*)
- \$50 Enrollment Fee (*non-refundable*)

All enrollments are finalized by the Executive Director. The Enrollment Contract may be completed at the end of your tour on-site or may be e-mailed to the Executive Director. Upon receipt of the Enrollment Contract, your family will be enrolled in our Kangarootime system, in which you must finish creating your online account and then log-in to make payment of the non-refundable one-week deposit and enrollment fee to complete the process.

The Center Director at the location in which your family is enrolling at will then send over the remainder of the enrollment paperwork and will coordinate preparations for your family's first day at Apple Ridge!

***If at any time during the process you have any questions, please reach for assistance. We are happy to help you through the enrollment process and to ensure that you are comfortable and confident in your decision regarding your child's care. We hope to have the opportunity to welcome your family to Apple Ridge Academy soon!***