



early childhood education wait list policies & procedures

Because of significant interest in the ECE program, our committee has developed the following wait list policies and procedures for all of our classrooms. Because of the very limited spaces available, **the JCC cannot guarantee when or if your child will be admitted.** Every potential applicant will be treated with the highest regard irrespective of his/her race, sex, age, color, religion, national origin, ancestry or disability.

To secure a spot on the ECE wait list you must:

1. Fill out an ECE Wait List Registration that includes the child's date of birth (or future birth date) and a date that you are willing to begin paying for a spot should a spot become available for your child.
2. Turn in an ECE Wait List Registration with a non-refundable deposit of \$150 per child. Although the deposit is nonrefundable, \$50 will be applied to the first month of tuition at any point your child is accepted into the ECE program, and the additional \$100 will be used for the annual activity fee.
3. Turn in a completed JCC Membership Application. This application will be used to enter a family into our computer system as a non-member. If accepted into the program, you must purchase a one-year family membership to the JCC. At that time your application will be changed to member status.

Once you have turned in the Wait List Registration:

4. Your child will be placed on the wait list based upon the date the ECE receives the completed Wait List Registration, Membership Application and \$150 deposit. **Families of full-time children already in the ECE will receive priority attention.**
5. On the ECE Wait List Registration you were asked to list a call date for us to begin calling if a space should open up. This date should reflect the first day you are willing to pay for a spot even if your child is not ready to begin. Because of the limited number of spaces that open up each year, some families are willing to pay several months in advance to secure a spot.
6. If a spot opens, you will have two business days to accept or decline the spot for your child. If you accept the spot, we can hold it up to two weeks from the date of acceptance. In the event that you decline, the spot will be offered to another family on the list. You may request to stay on the wait list, but you will be moved to the bottom, and the date of refusal will be your new application date. At that time you will be asked to give us a new date to begin calling.
7. When a child on the wait list is less than three months from his/her next birthday, the ECE will automatically move the child to the next appropriate wait list. For example, if a child on the infant wait list reaches nine months of age, he/she will be placed on the wait list for the one-year-olds room. A child will be placed on the new list based upon the date his/her original Wait List Registration was received.
8. The ECE Department reserves the right to close the wait list at any time.

I understand the JCC's ECE Wait List Policies & Procedures as they have been explained to me during my tour. Furthermore, I understand that this document is intended to provide information only and is not a contract.

Signature of parent or guardian

Date

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