



## **RAINBOW PLAYSCHOOL WAITLIST POLICY**

Thank you for your interest in Rainbow Playschool. This document describes our waitlist policy. We strive to enroll as many children as we believe can be accommodated while maintaining our high standard of teaching, resources, and facilities for your children.

Like all childcare centers in Vermont, our capacity is also limited by state law. Unfortunately, this means we cannot guarantee that all children on our waitlist ultimately will be enrolled in our program.

The management of our waitlist is at Rainbow's discretion and we may deviate from this policy as programming, staffing, or regulatory needs arise. Please contact us at [enrollment@rainbowplayschool.org](mailto:enrollment@rainbowplayschool.org) with any questions about our waitlist or this policy.

### **I. Getting on the Waitlist**

1. Complete the [Waitlist Form](#) to add your child to our waitlist.
2. Your position on our waitlist will be determined as of the date we accept a complete Waitlist Form submission. You will receive an email from [enrollment@rainbowplayschool.org](mailto:enrollment@rainbowplayschool.org) when your complete submission has been accepted and your child has been added to our waitlist. If we need additional information to accept your submission, we will contact you.
3. Your child will remain on our waitlist until the earliest of (a) when your child enrolls in our program, (b) when your child ages out of our program, and (c) when you contact us and ask that your child be removed from our waitlist.
4. We also periodically contact families to gauge their continuing interest in remaining on our waitlist. If you do not respond to our inquiries, we may deem that to be a lack of continuing interest and we may remove your child from our waitlist at that time. This is to ensure that our waitlist remains current and that we can promptly offer spaces as they become available to families farther down the list.

### **II. Receiving an Offer of Enrollment**

1. Space may become available at any time during the year, typically due to mid-session enrollment or staffing changes.

2. When space becomes available, siblings of currently enrolled children and children of current staff members will be given priority. This is to keep families together and to retain our talented staff. If no children meet these criteria, we will offer enrollment to families with age-appropriate children in descending waitlist order.
3. If you do not respond within seven (7) calendar days of receiving our offer of enrollment, we may deem that to be a lack of interest and we may offer enrollment to families farther down the list. We also may remove your child from our waitlist at that time.
4. Enrollment offers will be sent by email from [enrollment@rainbowplayschool.org](mailto:enrollment@rainbowplayschool.org). Please ensure we are on your safe-sender list to avoid these messages going to spam.
5. If you respond within seven (7) calendar days of receiving our offer of enrollment but decline to enroll your child at that time, upon your request we may maintain your child's position on our waitlist.

### **III. Enrolling Your Child at Rainbow**

1. Once an offer of enrollment has been accepted, Rainbow will prepare and send you an enrollment contract.
2. To secure your child's space at Rainbow, within seven (7) calendar days of sending you the contract, you must return a signed contract and deliver a deposit check in the amount of \$500. If we do not receive your signed contract and a deposit check within that time, we may deem that to be a lack of interest and we may offer enrollment to families farther down the list. We also may remove your child from our waitlist at that time.
3. Your deposit is refundable following your child's withdrawal from our program to the extent there are no outstanding tuition charges at that time. Rainbow requires a minimum of thirty (30) days' notice before withdrawing your child from our program at any time other than at the end of your contract period. This is to minimize programmatic disruption and to assist us with staffing and financial planning.

Thank you again for your interest in Rainbow Playschool. We look forward to hearing from you and caring for your child.