

WOODS HOLLOW WAITING LIST PROCEDURES

Children will be assigned to openings at Woods Hollow Children's Center as determined by the Enrollment Procedure, the Corporate Sponsorship Plan and the discretion of the Administrative staff with regard to the individual child and group needs. When a room is at capacity enrollment, a waiting list will be established for any families desiring future enrollment for their child(ren). Every effort will be made by the WHCC staff to provide service to children on the waiting list, in accordance with the Enrollment Policy of the Center, state licensing guidelines, and the Corporate sponsorship agreement. The following procedures will be followed:

1. Children's names will be placed on the waiting list upon receipt of the registration application and the \$50.00 non-refundable application fee.
2. The date of the application and receipt of the fee will be recorded on the application form.
3. Families on the waiting list will be encouraged to establish interim care arrangements for children while waiting for an opening and to maintain close communication with the center in reference to their ranking on the list.
4. When an opening becomes available, the WHCC administrative staff will identify the next eligible child on the Waiting List (according to procedures outlined in the Corporate Sponsorship agreement and review of the appropriate waiting list). When an opening becomes available, admission priority is as follows:
 - A. Children of Sponsoring Organizations (Promega, Fitchburg Center, BTC)
 - B. Children of Employees of Woods Hollow Children's Center
 - C. Continuously enrolled (for summer Mouse House, School age, and Fall After School)
 - D. Siblings for child(ren) currently enrolled at the time of offer
 - E. General Public
5. The family of the identified waiting list child will be contacted by telephone or email. Families are responsible for keeping Woods Hollow Children's Center updated with contact information. Please leave an alternate local contact person during vacations, etc.
6. The identified family will be given up to 72 hours to indicate their intention to fill the opening. If the Center is not contacted by the deadline given during the offer, the Administrative staff will assume the family is no longer interested and will offer the available spot to the next family on the waiting list.
7. A \$250 Confirmation Fee must be received within 10 business days of acceptance of the opening.
8. If a waiting list child is identified as eligible for a slot but the parents are not prepared to commit to attendance at that time, the Administrative staff will offer the position to the next appropriate family on the waiting list. Families who turn down openings may maintain their position on the waiting list and should clearly indicate to the Administrative staff their desire to do so.
9. When offered a spot, families will be offered a specific start date and will be expected to pay full tuition from that date.

If you have any questions or concerns regarding the Waiting List Policy and Procedures, please contact Woods Hollow Children's Center at (608) 273-4433.

Wait lists are updated annually in January as preparation for each program year. Paperwork is sent out and must be returned by the deadline given in order to maintain a spot on the wait list.