



## Southeast Christian Preschool Waitlist Policy

### Application Process

All parents interested in enrolling their child(ren) at Southeast Christian Preschool must join our waitlist by completing and submitting the online application. Parents may only submit one application per child. Our waitlist will roll over each school year and there is no need to reapply. Your child will remain on the waitlist until one of the following takes place:

- Parents accept/decline an offer of enrollment
- Parents withdraw their application via email to the preschool director
- The school is unable to reach you after three attempts via email or phone
- The child ages out of our preschool program

### Waitlist Position

Due to the nature of our wide variety of preschool offerings, positioning on the waitlist is subject to change based on the needs of the school. Each child's position on the waitlist will be determined by a number of factors, including but not limited to:

- Date and time that the waitlist application is submitted
- Child's age (which program they qualify for)
- Desired schedule (full or part time)
- Siblings currently enrolled at Southeast Christian School
- Children of staff members at Southeast Christian School and Church

### Enrollment Offer and Decisions

As space becomes available, we will extend offers of enrollment via email with instructions to complete the online enrollment process. Parents will then have 72 business hours to accept enrollment offers via our online enrollment system or notify the school of their choice to decline enrollment. Parents are responsible for ensuring that the correct contact information (email and phone number) is provided via our waitlist application.

- Accepting an offer: Parents must complete the online enrollment process and submit the registration fee within 72 business hours of any enrollment offer in order to secure their child's space in the preschool. The preschool director will then communicate with individual families regarding scheduling, start dates and any other enrollment details.
- Declining an offer: Parents may decline an offer of enrollment via email to the preschool director. Depending on circumstances, a family who declines an enrollment offer may be given the option to remain on the waitlist until their desired schedule becomes available.
- No response: After 72 business hours with no communication or response, enrollment offers will be rescinded and the child will be removed from the waitlist.

**Siblings**

While we do not guarantee that we will be able to accommodate all siblings at any point in time, siblings of a currently enrolled student are given priority for enrollment into Southeast Christian Preschool. Siblings will be accepted on a first come, first served basis based on the date and time of their application and the other factors noted under the Waitlist Position section above.

**January Enrollment Period**

Each January we begin the enrollment process for the following August. Currently enrolled families and staff members are given the opportunity to reenroll for the upcoming school year. At this time, currently enrolled families may also submit enrollment for any new preschool aged children on a first come, first served basis.

Upon completion of this initial enrollment period, the preschool director will evaluate the number of openings in the preschool for the upcoming school year and extend offers of enrollment accordingly. The waitlist policy explanation above will also apply to the January enrollment period.

**Enrollment at Southeast Christian School (TK-8)**

Attendance at Southeast Christian Preschool does not guarantee enrollment into Southeast Christian School (TK-8). We value partnership with our current families and do our best to support those who are interested in continuing their Christian education at Southeast through elementary and middle school. Current families who are completing preschool at Southeast will be given the first opportunity to apply for enrollment into our TK-8 school. Following the current family enrollment window, students who are still on our waitlist after aging out of preschool will be contacted to determine interest in our TK-8 school. Any waitlisted family who confirms interest in Southeast Christian School (TK-8) will then be transferred to the TK/K waitlist and retain their current position.

The process for enrollment into Southeast Christian School (TK-8) includes an assessment of academic and social/emotional development, statement of faith alignment, and a family interview.