



## Waiting List Policy

Thank you for your interest in adding your name to our waiting list.

### **Here is how the waiting list works:**

The purpose of the Waiting List Policy is to ensure a fair process is followed and communicated to all involved.

1. Complete the Waiting List Form.
2. The day that you submit your Waiting List Form will be your seniority date on the waiting list.
3. If there are any changes to your contact information please contact the Director at [ennisccs@gmail.com](mailto:ennisccs@gmail.com) to update your Waiting List Form. If your contact information is not updated at the time we attempt to contact you, you will lose your spot on the waiting list.
4. The waiting time is affected by our license capacity and our "Sibling" priority. Families with a child already enrolled in the program may get a child into the program ahead of someone who submits the Waiting List Form earlier because of their "Sibling" priority.
5. When a space opens up, the Director will contact the next eligible family using the following criteria:
  - a. Registration Date (date the Waiting List Form was submitted)
  - b. Age
  - c. Sibling Priority
  - d. License Capacity and State Mandated Staff/Child Ratios
6. If you are the next eligible family, you will be offered the days available. This may not match the request on your Waiting List Form, but we do not want you to miss an opportunity for your child to attend ECCS just because your requested days are not available.
7. When a space becomes available, the Director will call you and send an email. Telephone or email notification must be returned within two (2) business days. If you do not return the call or respond by email within two business days you will lose your spot on the list and the next family on the list will be contacted.



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8. If you choose not to take the current opening (i.e you do not want the open days that are available and you would rather wait for the days/schedule you requested), your place on the waiting list remains the same.
9. You may call at any time to change the information on your Waiting List Form with no consequence.
10. Returning families will not be given priority, unless they currently have a child in the program, which makes them eligible for the "Sibling Priority".
11. If parents wish to withdraw their child/children from the center for a period and then re-apply for admission at a later date, you will be required to reapply to the waiting list.
12. Four times a year (March, May, August, December) the Director will email all families on the waiting list individually to update them on the status of their position on the waiting list. The place your child is on the waiting list in this email is based on the registration date (date the Waiting List Form was submitted). Remember, a family that is below you on the waiting list may be eligible before you based on the eligibility criteria discussed above.

Thanks for your interest in ECCS. We look forward to working with you to assist in getting your child enrolled in our program.