

Children's Circle Montessori School

Waiting List Policy

Parents/Guardians are offered enrollment upon availability. When a program is full to capacity, a parent/guardian may place their child on the Waiting List. There is no fee nor deposit for placing a child on the Waiting List. Children's Circle Montessori School will not accept any fees nor deposits to improve a child's opportunity for enrollment.

This is the order in which enrollment is offered:

1. Siblings of currently enrolled students
2. Children of staff members
3. Siblings of formerly enrolled students
4. Children on the Waiting List in chronological order, by program.
 - a. a child's desired program will be taken into consideration: half-day a.m., half-day p.m. or full-time
 - b. a child's birth date will be taken into consideration: Toddler Program availability or Casa Program availability

A Waiting List form will be moved from the Toddler Program Waiting List to the Casa Program Waiting List if a child was not offered enrollment in the Toddler Program before the child reached 30 months of age. The form will be filed by date.

At least once per year, Children's Circle Montessori School will contact everyone on the Waiting List via e-mail. Parents/Guardians will be advised of their placement on the Waiting List. They will also be advised of their potential for enrollment into the upcoming School Year. Those that do not reply to the e-mail by the deadline will be removed from the Waiting List.

Parents/Guardians that decline enrollment will be removed from the Waiting List unless otherwise directed.

The Waiting List will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of the child on the list to be ascertained by the affected families.

Children's Circle Montessori School reserves the right to enroll children upon the discretion of the Owners/Operators.