

# WAITLIST PROCESS

Miss Becky, Director

1501 Magnolia Street Oakdale, CA 95361 | [www.heritageschoolofdiscovery.com](http://www.heritageschoolofdiscovery.com)



## THANK YOU FOR TOURING OUR PRESCHOOL!

Heritage School of Discovery maintains an ongoing waitlist for new enrollments. Parents wishing to have their child's name placed on the waitlist for enrollment must first complete the waitlist process and complete a waitlist form. Completion of the waitlist process does not guarantee a spot on the date desired.

Our school is often at capacity and start dates can be difficult for the Director to project. Children are selected for enrollment at Heritage by their waitlist priority date within the following priority guidelines:

- Current enrolled students who will be continuing with the program.
- Current students with siblings who will be enrolling.
- HSD Faculty/Staff with children who will be enrolling.
- Community (new incoming students).

## GETTING READY FOR YOUR NEXT STEP

All required paperwork must be completed before a child can be admitted. This paperwork includes (but not limited to) physicals, immunizations, enrollment packet, registration fee, and tuition deposit. Families entering our program must have paid all fees with the school before your waitlist application is processed.

When a family is contacted about an opening to enroll, they will have 5 days to respond to the offer; if we do not receive a response, we will move to the next

child on the list. If a spot has been offered to a family several times, a family has chosen to pass on the offer, or a family has not responded to any offers- they will be removed from the waitlist.

Families are able to contact us at a later date if their needs change. However, it is of highest importance that Heritage maintain an accurate list of families who are actively looking to enroll as soon as possible. If we cannot meet the needs for your requested date, your child's name will remain on our waitlist (and automatically move up) until a spot is available.

## FINAL PLACEMENT

Once a child is enrolled, their placement is based on their developmental stage and needs. We will schedule a Parent Meeting/Play Visit in which families will meet with their child's teacher to discuss goals.

This meeting plays an important role in assessing each child so that we can place each young learner at a time that is beneficial, positive, and best suited to the individual child.



### CONTACT INFORMATION

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