



Whitefoord Wait List Policy & FAQs

Enroll Your Child Today!

Space is limited in our program, so there is often a wait list. Enrollment changes throughout the year and spots become available all year long. Unfortunately, we cannot predict the exact length of time you'll be on the list or when an opening will become available. We do the very best we can to enroll your child as close to your desired start date as possible; however, this is not guaranteed.

I have already applied. How do I find out my spot on the wait list?

We are not able to give you an exact "number" of where you are on the wait list as this information changes daily. Placement changes as new families apply, funding becomes available for enrollments to occur, and families move or their needs change. After you are on the wait list, keep us informed of changes in your address or other contact information. If we try to contact you and can't, we will have no choice but to take your name off of the list. All placements on the wait list are based on the date they applied. Children are taken off the wait list based on their priority group and age, and the date they applied.

Can I stop in anytime and have a look around?

We are happy to have you visit and take a tour of our facilities! However, in order to provide a safe and secure environment for the children in our care, as well as to avoid upsetting their daily routine, please make an appointment instead of just dropping in.

Age Requirements

To be eligible to enroll, your children must be 6 weeks to 5 years of age. However, we welcome you to apply for the wait list as soon as you become pregnant, or you begin the adoption process. Many people submit their wait list applications when they first conceive. Applications are not accepted prior to conception. Registrations for unborn children will be accepted with a due date noted and a paid registration fee.

As your child ages up, he or she will be moved to the appropriate age group, according to the original date of the registration. The aging up process will not affect the child's place on the wait list.

Who can attend Whitefoord's Early Learning Program?

Anyone! Whitefoord welcomes all children ages 6 weeks to 5 years old to attend. There are fullpay and subsidized slots available, based on income.



How to Apply

Visit www.whitefoord.org/wait-list-form and complete all information. As of, 12/1/2019 - This online form replaces any old print forms or other previously used methods to apply for the wait list.

Fill out all of the information on the form. This will automatically add you to our wait list. The sooner you fill out the form, the higher up you will be on the list.

The wait list is organized using the following information:

- A. Registration date
- B. Space Required date
- C. Age
- D. Priority groups
 - Currently enrolled families (The number of families with first priority can change. Families with a child already enrolled in the program may get a child into the program ahead of someone who applies earlier because of our “Sibling” priority.)
 - We prioritize families in crisis; homelessness is given special consideration.

A Space Becomes Available

When a space is available, we will call and e-mail you. Every effort will be made to contact you. Telephone or email notification must be returned within 3 business days, after which we will contact the next family on the list. Parents who decline a space or do not return notification within 3 business days will be removed from the list.

Offers will be made via e-mail. You are required to accept the space by responding to the email within 3 business days. If we do not hear from you after 3 business days, 1 courtesy call will be made to the number you submit, to make certain you received the e-mail (and subsequently the phone call) both of which will happen within 3 business days of the original deadline being missed. If you are unable to be reached as a result of the email and phone calls, this will automatically count as a decline and you will be removed from the wait list.

Parents who accept an available space offered to them shall be liable for all payments for the space from the date it is reserved for your child, regardless of whether or not this is the date on which the child actually begins attending the program. When a space is accepted, the space is secured by paying the security deposit, which is due within 5 business days of the offer date. The payment collected to secure the space is the equivalent of one month’s tuition (nonrefundable). The tuition deposit is applied to your child’s last month in attendance providing the required notice of termination has been given in writing. The security deposit is nonrefundable if you choose not to proceed with enrollment.



Notice of Termination

One month Written Notice is required. Parents are liable for payment of the entire month following notice of termination, regardless of child's attendance. The deposit will then be applied to the final month. If tuition is not received we can terminate your child's enrollment and your tuition deposit will be forfeited. The Center does not pro-rate tuition for your child's last month in attendance.

Returning Parents

Returning parent will not be given priority. If parents wish to withdraw their child/children from the center for a period and then re-apply for admission at a later date (e.g. withdraw parental leave), you will be required to reapply to the wait list. You will need to re-pay the wait list fee and will be subject to wait list priority assignment.

Non-Discriminatory Policy

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, sex, national origin, age, or disability.

What if we decide to send our child somewhere else instead?

If your child care needs change in any way, please send a quick email or phone call so we can keep the wait list current. Feel free to send updates to your information at any time. Again, placing your child on the wait list does not guarantee that you will receive care from us, but it is hopeful that down the road we can serve your child and family. We state this so that you do not rely solely on us for care if we cannot assure you of a set date. We want to serve the entire community by giving everyone a chance at attending our program. If a slot is available for your child's age when you are added to the wait list, we will contact you for further enrollment steps.

Thank you for your interest in enrolling your child in Whitefoord's Early Learning Program; we look forward to serving your family!