

WAITING LIST AND CLASS CHANGE POLICY ADDENDUM
School Year: 2009-2010

MONTECITO PRESCHOOL
1468 Grant Road
Los Altos, Ca. 94024
Phone: (650) 968-5957

I/We, _____ (“Parent(s)”), agree(s) that I/we shall pay the required fee(s) described herein in order to change my/our child/the Enrollee to another class and/or put my/our child/the Enrollee on a waiting list for future enrollment at Montecito Preschool (the “Preschool”). All references to “child(ren)” herein includes all Enrollees and children whose Parent(s) want(s) to place his/her/their child on the School’s waiting list (non-enrolled Parent(s)) and/or change his/her/their child to another class (currently enrolled Parent(s)).

Policy for Non-Enrolled Parent(s): For non-enrolled Parent(s) who desire(s) to enroll his/her/their child at the Preschool but are unable to due to full classes, the Parent(s) shall place the child on a waiting list. In order to place a child on a waiting list, Parent(s) must pay a \$75.00 waiting list fee and read and sign this Addendum. **If the Parent(s) accept(s) and the child receives a space in a class, then the \$75.00 waiting list fee already paid by Parent(s) will be applied toward and deducted from the total NON-REFUNDABLE Deposit due and payable at the time of enrollment by the Parent(s). If no space becomes available in a class, then the \$75.00 waiting list fee is NON-REFUNDABLE.** Once a child is accepted in a class, Parent(s) must complete and submit all documents and Fees required by the Preschool for enrollment and pursuant to the Admissions Agreement, the Schedule of Classes and Fees, and the Application for Enrollment.

Policy for Currently Enrolled Parent(s): For currently enrolled Parent(s) who desire(s) to change or move his/her/their child from his/her existing class to another class that is currently full, the Parent(s) shall place his/her/their child on a waiting list. To do so, following enrollment, the Parent(s) shall pay a NON-REFUNDABLE \$75.00 waiting list fee, read and sign this Addendum, and place his/her/their child on the waiting list for the desired class. In the best interests of the child, after the child has attended school for one (1) month, the Preschool will no longer be able to switch any child from one (1) class to another. In such a case, if an opening occurs after the first month of a child’s attendance, the Preschool will only call people on the waiting list who are not currently enrolled. **If the enrolled Parent(s) is/are offered and accept(s) a class opening on the waiting list, the \$75.00 waiting list fee will not be applied to or deducted from that Parent’s(s’) previously paid Deposit or from monthly tuition or other fees owed.**

Waiting List Procedure Once Classroom Space Becomes Available. The following waiting list procedure applies to all Parents, whether non-enrolled or currently enrolled. When a space meeting the Parent’s(s’) criteria (age group, schedule, etc.) becomes available and his/her/their child’s name is at the top of the list according to the priority order listed below, the Parent(s) will be contacted by the Preschool and offered the space. Once the Preschool has contacted the Parent(s), the Parent(s) has/have one (1) business day to accept or decline the classroom space. The Parent(s) may decline the space at that time and remain on the list; however, if the Parent(s) decline(s) a space twice, his/her/their child’s name will be removed from the waiting list. If the Parent(s) does/do not respond within one (1) business day, the next name on the waiting list will be called. Children will be given first priority above others on the waiting list and placed at the top of the list on a first-come, first-served basis, according to the following order and under the following circumstances:

Addendum to Admissions Agreement

(1) Children who are enrolled for the 2009-2010 school year and who need to be placed in another class for developmental reasons, as determined by and at the sole discretion of the Preschool;

(2) Returning children/families, non-enrolled sibling(s) of currently enrolled children, children/families on the 2008-09 waiting list, and children of Alumnus(i) who pre-enrolled for the 2009-2010 school year, but did not get into his/her/their class choice. This includes children enrolled in Drop-In Programs only;

(3) Children who have attended 2009 Summer School AND are not enrolled for the 2009-10 school year;

(4) Children and Grandchildren of staff;

(5) Non-enrolled children; and

(6) Children who are enrolled for the 2009-10 school year in their second class choice and who desire to change or move from their existing class to another class that is currently full.

By complying with the foregoing requirements, Parent(s) is/are not guaranteed placement for his/her/their child into the desired classroom. Therefore, the Preschool encourages Parent(s) to participate in our Extended Care/Enrichment program (if age eligible) so that the child will be able to attend school while awaiting a more desirable classroom space. Each fee described herein applies to one (1) child only. Waiting lists are only maintained for one (1) school year at a time, and the fees contained herein cannot be transferred to a future school year. **Actual classroom placement is at the sole discretion of the Preschool.**

The undersigned Parent(s) acknowledge(s) and agree(s) to abide by the foregoing policies contained in this Waiting List and Class Change Policy Addendum.

Parent's/Guardian's Signature _____ Date _____

Parent's/Guardian's Signature _____ Date _____

Parents please answer these questions:

1. Have you or any of your family members ever attended Montecito Preschool before? _____
If yes, what year? _____
2. Are you a Montecito employee and are you a parent or grandparent of the prospective Enrollee? _____
3. Is/Are your child(ren) currently enrolled in a class at Montecito? _____
4. Were you enrolled in Summer School 2009? _____

Child's Name: _____

Class Waiting For: _____