



---

## **Wait List Policy**

Children will be accepted into the preschool on a first-come basis in accordance with our registration procedures. If classes are full, children's names will be placed on a waiting list until a space is available. The content of the waitlist is kept confidential; however, parents may inquire about where their child stands on the list.

The membership chairperson will offer available spaces to the children on the list as the spaces become available, by contacting the parents via the information that was collected. The membership chairperson will follow the order of the waitlist for each class in such a manner that allows the preschool to fill available spaces to the maximum capacity (ie. if a full-time space is available for a given class, preference will be given to the first person on the waitlist requesting a full-time space, with those requesting part-time space receiving lower priority).

Once the program starts in September, and a family who is already in the preschool requests that their child join a 2nd class, they will be given priority over someone waiting on the waiting list.

No registration fees will be collected until a spot is available for the child. Royal City Co-operative Preschool does not collect any money in order to be placed on the waiting list.