

## Waiting List Policy

*Taken from Northland Early Education Center's Family Handbook*

In a waiting list situation, a child with special needs receives preferential enrollment. Northland Early Education Center also offers preferential enrollment, secondary to children with special needs, for siblings of children currently enrolled. Children of full time employees are third priority for placement. Other enrollment criteria include the date the child was placed on the waiting list, our ability to meet the scheduling needs of the family and our ability to meet the specific special needs of the child.

Families must remit \$50 to register for NEEC's waiting list. This fee is nonrefundable. If the child enrolls within 12 months, the first year's initial enrollment fee is waived. Every August, each family will pay \$30.00 administrative fee to continue enrollment for their child(ren) for the next school year

The Program Director makes final enrollment decisions.

*It is encouraged that families on the waiting list have another option for preschool placement in the case that NEEC is unable to meet the 'REQUESTED' start date.  
Placement cannot be guaranteed until one month prior to availability.*

By signing below, I am acknowledging that I have read the above waiting list policy and understand the guidelines followed by NEEC, as they are stated. I also agree to remit a nonrefundable \$50 fee, to be used as registration for NEEC's waiting list.

-----  
Signature

-----  
Date

*NEEC use only:*

Check Amount: \$ \_\_\_\_\_

Check #: \_\_\_\_\_

