

## LA ESCUELITA BILINGUAL SCHOOL WAITING LIST AND ADMISSION POLICY

Thank you for considering La Escuelita Bilingual School. This policy outlines our waiting list procedures. For further questions, contact [enrollment@laescuelitaschools.com](mailto:enrollment@laescuelitaschools.com).

La Escuelita keeps a waiting list during the school year for families who wish to enter our program. As openings become available, we contact families with an invitation to enroll and give them three working days to confirm interest. Historically the waiting list is extensive. 8 openings sometimes may become available during the school year. However, most new students enroll in September for the new school year. Please read the information on the waitlist process and guidelines:

### Waiting List Process

#### Steps to Enrollment:

1. **Waitlist Form:** Fill out the waitlist form on our website: <https://laescuelitaschools.com/admissions/> including your child's birthdate or adoption details.
2. **Virtual Tour:** Complete a virtual tour of the school with an administrator.
3. **Enrollment Availability:** When an opening becomes available the Enrollment Director, Laura Hernández Agustín ([enrollment@laescuelitaschools.com](mailto:enrollment@laescuelitaschools.com)), will schedule an in-person tour and will follow up with required enrollment paperwork.
4. **Welcome Package:** Receive the welcome package, attend an orientation, and meet your child's teacher.

#### Eligibility and Application:

- Applications must include a desired start date, child's birthdate, or proof of adoption application.
- Children must be at least six weeks old (Greenlake location) or 12 months (Columbia City location) prior to start date.
- Families may apply before the birth or adoption of their child but must update their application once the child is born or adopted.

#### Priority System:

- Siblings of currently enrolled children receive priority based on the date of application.
- Placement on the waitlist does not guarantee enrollment; applying in advance increase the likelihood of future enrollment.
- Spaces for new enrollees may only become available four weeks in advance, as we require one month's notice for withdrawals.

- Parents should periodically check their waitlist status via email.

### Waitlist Opportunities

- Children are eligible for two enrollment offers after six weeks of age. If a family declines two offers, they will be removed from the waitlist and must reapply.
- When enrollment is offered and is accepted, the family will pay a \$200 Registration Fee. This non-refundable Registration Fee is used to secure the child's space and will cover new classroom materials. The first month's tuition will be charged on the 25th of the previous month of the start date.
- Children are separated into separate lists according to age group: Infants (6wks – 12mo); Waddlers (1 – 2 yrs); Toddlers (2 – 3 yrs); Preschool (3 – 4 yrs); and Prekindergarten (4 – 5 yrs). Depending on the age group the waitlist may be longer or shorter. If your child remains on the waitlist for more than a year, we will automatically move them to the waitlist for the next year in the order of waitlist application date.
- La Escuelita Bilingual School operates under a priority system for new enrollees. Children are offered open spots in the Center based on the following descending order of priority:
  - List A: We have a priority wait list for siblings of children presently enrolled in the program. Spaces for siblings of children enrolled will be offered according to the date on which the application was received. In addition, children currently enrolled in the program receive priority over new enrollees for openings in classrooms other than the infant classroom.
  - List B: We have a secondary list for families that were referred by current clients of La Escuelita. Currently enrolled families can assist families by sending in a recommendation via email to the Enrollment Director.
  - Main Waitlist: The main waitlist is based on the date that the family completed their waitlist confirmation. After spaces are offered to the families in List A or B, families are contacted from the main list by date of application.
- La Escuelita will advise you of an available space for your child, offers of enrollment, including start date and any corresponding terms by email.
- Child's eligibility for openings in any classroom will be determined by the child's date of birth.
- The administrative team members and school staff at the center cannot give parents accurate information or offer childcare spaces because they do not have access to the wait list database. The administrative team begins their working relationship with clients once their child has been registered by the enrollment

office, this is inclusive of already enrolled families with siblings on the waitlist. All correspondence or inquiries in regard to the sibling waitlist will be directed to the Enrollment Director.

- La Escuelita Bilingual School requires one month's notice of intent to withdraw a child currently enrolled in the program. As a result, the availability of space for new enrollees is sometimes known only four weeks in advance. In general, we will not contact you until we can offer you an opportunity to enroll. We therefore encourage you to periodically check on the status of your place on the waiting list and changes in anticipated spaces for new enrollees by email at [enrollment@laescuelitaschools.com](mailto:enrollment@laescuelitaschools.com).

#### **Adoption and Health Complications:**

- Families adopting a child may apply with proof of adoption application and adjust their start date based on the adoption process.
- La Escuelita will accommodate changes to the start date due to complications in birth, adoption, or unexpected health issues, on a case-by-case basis.

#### **Communication:**

- All waitlist inquiries and updates are handled by the Enrollment Director via email to maintain accurate records. School staff do not have access to the waitlist database and cannot provide information about enrollment status.

#### **Admission Process and Requirements**

##### **Age Range:**

La Escuelita enrolls children from six weeks at Greenlake and 12 months at Columbia City to six years old.

##### **Orientation and Transition:**

- Parents must attend a 30-minute orientation to review school policies, meet the teachers, and tour the classroom. Orientation sessions are held in August for September enrollees.
- A transition period (two days) will be scheduled to ease the child into the program.

##### **Required Forms:**

Before starting, parents must complete and submit:

- Registration forms (including a recent physical exam)

- Certificate of Immunization Status (CIS) or Certificate of Exemption for immunization
- Consent for emergency medical care
- Permission for neighborhood excursions
- Signed Community Code of Conduct Agreement
- Child's daily schedule for arrival and pickup

### **Subsidized Child Care:**

Families using subsidized care must provide authorization before their child's scheduled start date.

### **Important Guidelines:**

- **Drop-in/Part-time Care:** We do not accept children on a drop-in or part-time basis.

- **Notice of Withdrawal:** We ask for one month's notice when withdrawing from the program.

- **Non-Discrimination Policy:** We provide care for children regardless of color, race, sex, national origin, religious affiliation, or disability. Reasonable accommodations are made as per ADA guidelines.

### **Behavior and Conduct Policy**

We expect respectful and collaborative interactions between parents and staff. Disrespectful or abusive behavior may result in denied admission or immediate termination of services.