**WAIT LIST POLICY**

There is no fee to place your name on our wait list. Once a formal request has been made to be placed on the wait list (by filling out the form located on our website) parents will receive a confirmation by email or in writing.

It is the parent’s/guardian’s responsibility to contact BLOSSOMING MINDS LEARNING CENTRE INC. to confirm their spot on the wait list every 6 months. This MUST be done in writing, either by email or mailed letter. If this is not done, your name will be removed from the list.

Priority spots are determined based on:

**Enrolled children**- openings in rooms are first reserved for movement between rooms of children presently enrolled. Once all children have been moved between rooms, opening as are offered in the following order:

* 1. Siblings of already enrolled children have priority;
	2. Catchment Area- children who will be attending our partnered schools for Before and After school care have preference for openings; and
	3. Registration date.

We have one master wait list, which goes by order of your registration date.  When we have openings, we go down our list **in order** and look for a match for the opening. We look for date of birth of child and our prospective openings for a match – we then look to see the date you requested.  If the date is a fairly close match, we will offer you the placement even if it is sooner or later than you requested (sooner by approximately a month, later by age suitability).  If you turn down the placement, we will proceed down the list. We do require a prompt response, so making sure your phone and email info is up-to-date is crucial, as people do register on many wait lists.

To ascertain your child’s place on the waitlist, simply contact the Supervisor, who will be happy to discuss this with you and give you the required information. The wait list will be made available to those affected by it while maintaining the confidentiality and privacy of others on the list.

**A non-refundable deposit of one full month's fee is needed to secure your spot once a date for enrollment has been offered. The deposit is non refundable, but will be used for the last month of fees, when notice of one calendar month, prior to the first of the month, has been given. Payment of the deposit indicates your acceptance of our deposit policy.**

In the case of withdrawal from the program, we ask for written notice of one calendar month to be given, prior to the first of the month.

In the event a child transfers from one program to another, a credit of the fee difference will be applied to the first month in the new program.

Children enrolled prior to November 1, 2018, will continue under the previous policy.