

THE CHILDREN'S WAY ENROLLMENT PROCEDURE

1. The Children's Way is open to Wayland residents only with the exception of School Department employees.
2. All families must submit an application. For those families who are offered a space in the program without having attended an Open House, we strongly encourage you to tour the program.
3. Applications for The Children's Way are dated and placed on the waiting list based upon the order in which they are received in the TCW office. *We begin accepting applications for a given school year approximately 24 months prior to the start of that school year).*
4. **At no time can any member of The Children's Way guarantee a family a placement in the program.** Returning families, siblings and alumni of our program receive preference in enrollment for the upcoming year. Enrollment depends entirely on the number of returning students, siblings and alumni families, the specific openings in an age group and the order (according to the date received) in which an application has been placed on the waiting list.
5. Enrollment of returning families, siblings and alumni is finalized in the November/December preceding the school year in which their child will enroll. Once contracts and deposits are returned from these families by a specified deadline, new families are offered age and schedule appropriate spaces based upon the order of the waiting list.
6. Once a new family is offered a space in the program, they are required to sign and return an enrollment contract along with a **\$450.00 NON-REFUNDABLE deposit** to secure their child's place; *\$400.00 of this deposit is credited towards the last tuition payment and \$50.00 is a registration fee.*
7. If a family declines a space offered for the upcoming school year they can request that their child's application remains on the waiting list for the following school year. In this instance, the date of the application will be changed from the original date submitted to the date on which the space was declined.
8. Families for whom a space is not initially available will be notified and can choose if they want to remain on the waiting list in the event an opening occurs, withdraw their application or defer their application to the waiting list for the following school year. *No deposit is required to keep a child's application on the waiting list.* Families who remain on the active waiting list will be contacted in appropriate order should vacancies become available.
9. If an enrolled family withdraws from TCW at any time and then wants to re-enroll their child *or* to enroll siblings in the program, they will not receive priority placement as an alumni family. They may submit an application and be placed on the waiting list in order of the date of their application.
10. If a family moves out of Wayland during the year while their child is attending The Children's Way, that child may finish out his/her year in the program. However, siblings are not awarded an alumnae spot.
11. If a family moves out of Wayland before their child begins to attend his/her first year at The Children's Way, that child is no longer eligible to attend the program.