

WAIT LIST POLICY

Rising star Preschool currently has a waitlist for most Infant and Preschool age groups and schedules. When a family goes on the waitlist, they understand that Rising star Preschool may have policy, procedure, and/or tuition changes between wait list placement and enrollment at Rising star preschool.





Steps to join our Wait list

In order to be put on Rising star Preschool's wait list, parents must:

1. Take a tour of Rising star Preschool;
2. Fill out and turn in the RSP Enrollment Packet for your child; and
3. Turn in annual nonrefundable Registration Fee and annual nonrefundable Materials Fee.





Factors of Waitlist in order of Priority Your child's waitlist position will be determined by:

1. The date you turned in completed Enrollment Packet and fees
2. Whether your child is a sibling of a currently enrolled student
3. Whether you are a returning family or alumni family
4. Whether your child's age matches Rising star preschool available spot
5. Whether your child's schedule request matches Rising star Preschool availability.

Explanation of Waitlist Priority

Priority for enrollment goes first to siblings of currently enrolled students, then to returning families including alumni, and then to new students. When the Rising star Preschool office calls a waitlisted family to let them know a spot has become available, that family has twenty-four (24) hours to either accept or decline the spot. After that twenty-four (24) hour period has lapsed, Rising star Preschool will call the next family on the waitlist, based on the priority criteria detailed above.



Optional Guarantee placement fee

The only way to guarantee your student's start date is to pay an optional Guaranteed Placement Fee. Guaranteed Placement Fees are nonrefundable and do not go towards tuition, materials, or registration fees.

No Guarantee of Enrollment for Families on Waitlist

Families will be notified with enrollment confirmation five weeks prior to their desired start date. No student is guaranteed a start date unless the family has already paid the optional Guaranteed Placement Fee.

Openings for Children on Waitlist

When Rising star Preschool has an opening and there are families on the waitlist who desire the opening, we have a very specific protocol. Rising star Preschool will move down the list of children on the waitlist according to the date that the Enrollment Packet and fees were submitted. Each family will be offered the spot in sequence and will have twenty-four (24) hours to respond by calling +1 619-603-1370 or visiting the Rising star Preschool office to either accept or decline the opening. If a family accepts the offer, they must bring in full payment for the first week's tuition and any other fees owed within three (3) business days to the Rising star Preschool office. The child must either start on the day that the opening is available, or the family must begin paying tuition on the date that the opening is available.

If a family wishes to decline the spot, there are three (3) choices:

- the family can decline the spot and return to the waitlist
- the family can pay a Guaranteed Placement Fee to guarantee a future fall or summer spot
- the family can decline opening and be removed from the waitlist

Openings if No One is on the Waitlist

If an opening becomes available and there are no children on the waitlist for that desired age and schedule, Rising star Preschool has a specific policy. Rising star Preschool will send out an email to all families who have toured that have an age-appropriate preschool student.

The first family to respond by calling Rising star preschool hotline will get the spot. The family then has three (3) business days to turn in a full Registration Packet and all fees in order to enroll their child in the available spot. If that family fails to bring in their Enrollment Packet and fees within three (3) days, then Rising star Preschool will move to the next family with an age-appropriate student, and so on.

Transition from Waitlist to Enrolled

The steps a family must take to transition from the waitlist to having their child enrolled at Rising star Preschool are:

1. Accept opening offer within twenty-four (24) hours by calling school hotline(+619-603-1370) or by visiting the Rising star preschool office;
2. Pay the first week's tuition and any other owed fees within three (3) business days of accepting the spot; and
3. Sign and return any missing or updated enrollment paperwork within three (3) business days of accepting the spot.

