



WAITLIST INFORMATION

Thank you for your interest in Eastminster Day School (EDS).

A waitlist is started every year during registration when there are no longer spaces available in an age group. In filling openings throughout the year, the same priority that is used during registration will be in effect:

1. Children currently enrolled;
2. Children of Covenant Families with sibling(s) currently enrolled in EDS;
3. Children with sibling(s) currently enrolled in EDS;
4. Children of EPC Covenant Families with no currently enrolled children;
5. All other children in the community.

EXCEPTION: In the event a teacher needs to be hired and has a child who needs a space, priority will be given. This applies to church staff as well.

Interested persons can get on the waitlist for the current school year (2023-2024) by participating in the registration process in February.

Parents may indicate that they would like to be considered for a full-time opening, a part-time opening, or both. **This wait list will be used to fill spaces that become open during the 2023-2024 school year and will not be utilized for registration for the 2024-2025 school year.**

When contacted for placement, parents will have 48 hours to respond and present payment of the registration fee. Failure to respond will be regarded as a refusal of the position. The child's name will be removed from the waitlist if placement is refused. Class assignments will be based on the child's age on September 1, 2023.

Once an opening becomes available, the following procedures will apply:

1. The waitlist is reviewed.
2. Prospective enrollees will be contacted in the order they appear on the wait list with priority being given as stated above. *Parents with twins are given the option to hold their place on the waitlist until two spots in the same class become open.*

3. *Please note that a due date is required for all unborn children.* Parents who place a baby on the waitlist and then later learn of a multiple birth will be able to add the additional baby (babies) to the waitlist directly after the first baby listed.
4. Once the parent is notified of available space, acceptance and the completion of a registration packet must be completed within 48 hours. This registration packet is available in the EDS office or can be e-mailed upon request.
5. If a parent refuses the space, the child is removed from the waitlist. If a parent wishes for their child to stay on the waitlist, a new form and fee will be required. Once the form and fee are received, the child will be placed at the bottom of the current wait list.

Important Notes:

1. Each family is responsible for notifying EDS of any contact information changes.
2. Each family is responsible for notifying the EDS if a child on the waitlist has a change in status which may affect registration/enrollment priority (ex. Covenant Family, sibling, etc.). For example, if a family has more than one child on the waitlist and one of the children gets into the program, that family is responsible for notifying EDS to update the forms for the children still on the waitlist to reflect sibling priority status.