



Quality Care & Education  
from Cradle to Kindergarten  
[www.sequoiachildren.org](http://www.sequoiachildren.org)

# SEQUOIA CHILDREN'S CENTER

1234 Brewster Ave.  
Redwood City, CA 94062  
650-369-5277



## Waitlist Policy

Our program is at full capacity due to the local demand for quality childcare, preschool and prekindergarten. If, during your initial inquiry for childcare, you learn your desired spot is not immediately available, you may choose to tour the center and join the waitlist. Those who are on our waitlist are offered enrollment priority, based on a variety of factors:

1. **Completed waitlist application:** To be on the official waitlist, SCC Admin must receive a waitlist application and \$75 non-refundable fee.
2. **Siblings/Alumni:** SCC is a community school and as such, we offer openings to siblings of current students first. Siblings of alumni have next priority. However, we cannot guarantee sibling priority. Children of our teachers are given priority over all others on the waiting list.
3. **Date of birth:** SCC maintains one central wait list by the child's date of birth and how it fits in with the other children in the class. Due to high demand, our waitlist tends to be long. It is important to apply as early as possible. As children age while on the wait list, they are automatically considered for any opening that they qualify for by their birth date.
4. **Schedule preference:** We enroll based on the schedule that becomes available in a particular class and how it matches the requested schedule for the appropriate age of applicants.
5. **We do not give specific numbers in the waitlist.** Children are placed in the classroom that corresponds with their age. When a space does open, it will be offered to the family who has been on the waitlist the longest and aligns with the criteria above. We cannot guarantee siblings will be enrolled at the same time.
6. **Waitlist updates:** Twice a year we contact members of the waitlist, by phone and/or email, to verify start date preferences and desired schedules. It is important for us to receive responses from the waitlist. In an effort to keep the process fair and efficient, families will remain on the waitlist if we do not receive a response the first time we conduct a waitlist update, but after two unanswered waitlist updates, those families will be marked as inactive.
7. **We strive to give as much notice as possible before offering a space for enrollment.** Currently enrolled families are required to give at least 30 days' notice upon withdrawal, during which time we will begin calling families on the waitlist. While waitlist families are encouraged to check in with us as their preferred start date approaches, we usually only have a thirty day window of visibility and thus, we can only give a best estimate for when a space will become available.
8. **Families are notified via phone call when a space is available for their child.** Parents are given 48 hours to respond with their decision to either accept or decline the enrollment offer before we move on to the next family on the waitlist. Additionally, failure to respond within the 48 hour period, leads to the assumption you are no longer interested in our program and the child's name will be removed from the waiting list.
9. **Placement on the waitlist does not guarantee enrollment.** The waitlist fee is a non-refundable administrative fee, and it does not constitute an enrollment contract, nor does it guarantee enrollment.