



Quality Care & Education
from Cradle to Kindergarten
www.sequoiachildren.org

SEQUOIA CHILDREN'S CENTER

1234 Brewster Ave.
Redwood City, CA 94062
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Waitlist Policy

Thank you for your interest. Redwood City is experiencing an unprecedented growth in the number of families seeking quality care. 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. Our licensed capacity is limited to 16 infants and 75 toddler to prekindergarten-aged children. Following are a few points regarding our waitlist.

1. **Completed waitlist application:** To be on the official waitlist, SCC Admin must receive a waitlist application and non-refundable waitlist fee, per child.
2. **The following priority is given to children on the waitlist:**
 - a. **Siblings/Alumni/Children of our teachers:** 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 highest priority.
 - b. **Date of Birth and Schedule Preference:** We maintain a central wait list which is organized by the child's date of birth and desired schedule, which automatically rolls forward to the next classroom as children age. Parents are responsible for notifying SCC Admin of changing schedule needs.
3. **We will notify via phone call when a space is available.** When we have an opening, which matches according to the above criteria, we will phone with an enrollment offer. Parents are given 48 hours to respond with their decision to either accept or decline the offer before we proceed to the next family on the waitlist. Failure to respond within the 48- hour period, leads to the assumption parents are no longer interested in our program and the child's name will be removed.
4. **We strive to give as much notice as possible when offering a space for enrollment.** We usually only have a 30-day window of visibility on openings as they arise, because we receive 30 days' notice upon withdrawal of any currently-enrolled child.
5. **We cannot give specific order numbers in the waitlist.** Children are placed in the classroom that corresponds with their age. When a space does open, it is 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. **Update Communications:** We periodically contact members of the waitlist by phone and/or email, to update family needs (schedule and start-date preferences). In an effort to keep the process fair and efficient, families will remain on the waitlist if we do not receive a response from the first update request, but after two unanswered waitlist updates, those families will be marked as inactive. Parents are responsible for ensuring their contact information is correct and ensuring our emails go to their proper inbox email folder (not "junk").
7. **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 a promise to enroll.