

## **WAITING LIST PROCEDURE**

- The length of the waiting list and its movement varies from site to site and year to year. Dublin Latchkey, Inc. cannot guarantee or predict when space will become available.
- A completed registration form and the registration fee is required to be added to a waiting list (\$35.00 per family).
- Openings are offered as space becomes available throughout the year. Waiting list families have the following options when contacted:
  - a. Accept the service and enroll in the program.
  - b. Decline the service and be removed from the list. (A new form and registration fee is required to return to the list or to enroll at a later time.)
  - c. Move to the bottom of the current waiting list (one time only).
  - d. Submit a new registration form and fee when service is needed.

### **WAITING LIST PRIORITY REGISTRATION FOR THE NEXT SCHOOL YEAR**

- Families on the waiting list are notified in the spring to complete and submit a new registration form by a specific date if they are interested in Dublin Latchkey, Inc. for the following school year.
- The registration fee previously paid for the waiting list is applied to the next school year.
- When a new form is received, the child may:
  - a. be accepted into the program for the upcoming school year (after current families including siblings have registered).
  - b. retain his/her position on the waiting list (if no space is available).
  - c. move down on the waiting list in rare instances when current family registration exceeds capacity.
- If a new registration form is not received by the deadline, the child's name is removed from the waiting list, and the family is required to apply through open enrollment.

### **SPECIAL SITUATIONS – TRANSFERS FOR CURRENT FAMILIES**

Every effort is made to work with currently enrolled families to accommodate their requests to transfer to a different Dublin Latchkey site, however transferred services are not guaranteed. Transfers are dependent upon the current enrollment and the waiting list of the site requested. If a current family requests a transfer during the current family registration period, they will be enrolled at the new site after current families and before waiting list families. Families who request a transfer after the current family registration period, will be enrolled at the requested site if space is available. If space is not available, they will be added to the waiting list in the order their request is received.