

FAIRVIEW CHILD CENTER

Waiting List Policy

Thank you for your interest in Fairview Child Center. This document outlines how our waiting list works and what to expect during the admissions process. If you have any questions, feel free to email us at alondrac@fcsseattle.org carment@fcsseattle.org

General Overview

Fairview Child Center maintains a waiting list throughout the year for families seeking enrollment. Openings may arise during the school year, though most new children begin in September. Families will be contacted as spaces become available and are given three business days to respond. Please read the following information carefully to understand the steps and policies regarding enrollment.

Steps to Join the Waitlist:

- Submit a Waitlist Form: Complete the online form found at <https://www.myprocare.com/Default/EnterEmail>

Space Availability:

- When a space opens, our Enrollment Coordinator will schedule a follow-up in-person tour and provide enrollment paperwork.
- Welcome Process: After registration, families will receive a welcome packet, orientation details, and will be introduced to the child's assigned teacher.

Eligibility and Application Requirements

- Applications must include a preferred start date and date of birth.
- Children must be at least four weeks old to start at Fairview.

Priority Enrollment

We use a tiered priority system:

- List A: Priority is given to siblings of currently enrolled students, based on the date the application was received. We save a spot for the kids who are already enrolled in our program between classrooms until they are 4 years old.

- General Waitlist: After priority applicants are placed, the remaining families are contacted by application date.
- **Important:** Being on the waitlist does not guarantee a spot. We recommend early application for the best chances.

Waitlist Guidelines & Offers:

- Families may receive one enrollment offer. If it is declined, the family will be removed from the list and must reapply.
- If your child remains on the list for more than a year, they will automatically be rolled over to the next age group waitlist based on their original application date.

Communication and Contact

Only the Enrollment Coordinator manages the waitlist and enrollment offers. Teachers and center staff do not have access to the waitlist system and cannot provide updates or space availability. For accurate information, contact alondrac@fcsseattle.org

Enrollment & Program Details

Age Range: We accept children from 4 weeks- 4.5 years old

Transition Days: A brief 1-week adjustment period helps ease your child into the classroom setting.

Additional Information

No Part-Time or Drop-In Care: We only offer full-time care.

Withdrawal Policy: Please give a full month's notice if you plan to withdraw from the program.

Non-Discrimination: Fairview Child Center welcomes all families, regardless of race, color, gender, religion, national origin, or ability.