



## WAITING LIST

Waiting list status is dependent upon time and date stamped upon receipt of the applicable form and a non-refundable \$50 Waiting List Fee. Waiting list preference ("Priority") is given to siblings of current students and children of SWS staff. Families being offered a spot must have no past due balance for any currently attending or past attending children.

Families who receive an offer of space will have one business days to accept the offer and three more business days to submit the non-refundable Enrollment / Registration fee designated on enrollment paperwork. Tuition will be billed according to the fee schedule published in the enrollment paperwork at time of acceptance. Tuition will be billed when the space is available, whether or not a family can start on that exact date (e.g., family moving from out of town, infant not yet eight weeks old, etc.).

Parents may elect to defer an offer of space and remain on the waiting list. **First Deferral** allows a child to remain in place on the waiting list. **Second Deferral** moves a child to the end of the waiting list. **Third Deferral** removes a child from the waiting list. Families must notify SWS of any contact information changes; SWS bears no responsibility for invalid contact information.

### Important Notes:

1. If a family has more than one child on the waiting list and one of the children gets into the program, **the family is responsible** for notifying Shandon Weekday School to update the forms for the children still on the waiting list to reflect priority status and date achieved. SWS bears no responsibility for missed priority status resulting from lack of updated information.
2. If a child gets into SWS from having priority through a sibling who is already attending, that sibling must maintain enrollment when the newly admitted child begins the program; otherwise, priority is nullified and the space forfeited.
3. All account balances must be current.
4. Keep this page **and any cancelled checks or receipts for cash** for your records. SWS does not give receipts for check payments.
5. SWS does not accept religious exemptions or the status of, "Catching up," for childhood immunizations.

**SWS does not discriminate on the basis of race, color, religion, gender, or national origin.**



**SCHOOL USE ONLY**

Received on: \_\_\_\_\_ Time: \_\_\_\_\_ By (Initials): \_\_\_\_\_ Check #: \_\_\_\_\_ Check Amount: \_\_\_\_\_

**Waiting List Fees: Each child placed on the SWS waiting list requires payment of a non-refundable \$50 fee (\$25 for PREVIOUSLY-ENROLLED, RETURNING SUMMER DISCOVERY ONLY families).** Return completed forms and cash or check to Shandon Weekday School / 607 Woodrow Street / Columbia, SC 29205

Upon offer of a space, the space(s) must be accepted within **1 business day**, and the non-refundable registration fee outlined above must be submitted within **3 business days**. Non-responses to offers will be considered a declination of the space offered.

Families who accept a spot but cannot begin attending when the space is available (an infant who is not yet, for example, 8 weeks old, or an out-of-town family trying to sell a home) must begin paying regular weekly fees to hold the spot.

Parent Name:	Parent Name:	Child's first name:	Child's last name:
Phone for above parent:	Phone for above parent:	Due Date / DOB:	If desired start date is not ASAP, indicate on bottom left page corner
Any other phones?	Any other phones?	Do you have another child on a SWS waiting list? If yes, Name: _____ DOB: _____	
Mailing Address (including zip)		____ Check here if you prefer to wait until BOTH children can get into the program before being offered spots.	
Email Address(es) <b>PRINT CLEARLY</b>			

I would like to place my child on the following list(s):

<b>Full Day Preschool</b> (Infants-4K, 7:30AM-6:00PM, Year-Round)	<b>OR</b>	School-Age <u>Year-Round</u>
		School-Age <u>School Year Only "After School Enrichment"</u>
		School-Age <u>Summer Only "Summer Discovery"</u>

School-Age Families: What public or private school does your child attend? \_\_\_\_\_ Grade? \_\_\_\_\_  
If we have no room on our bus, are you willing to self-transport until a space is available? \_\_\_\_\_

<b>TWINS</b>	____ I prefer my <b>TWINS</b> to be placed in the same class at the same time; I don't want to be offered a space unless this is possible. I'll stay on the waiting list without using one of my deferrals.
	____ If a space becomes available for only one <b>TWIN</b> , not both, please call me. My other twin will remain on the list until there is room, and this twin will get priority from the first twin.

How did you hear about us? \_\_\_\_\_

<b>PRIORITY:</b> Blank boxes are considered "No."	YES	NO
Do you currently have a child enrolled in our center? Name: _____ DOB: _____ *		

We will contact you when a space becomes available. Your **signature below** indicates you have read and understand our enrollment procedures, attached. Your cancelled check is your receipt. **Please keep your cancelled check.**  
**Immunizations must be current. SWS does not accept religious exemptions or the status of, "Catching up."**

**PARENT SIGNATURE** \_\_\_\_\_

**TODAY'S DATE** \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	Priority Since (date):
Deferral 1: Stay in place	Deferral 2: Move to Bottom of List
Date Deferral 1: _____	Date Deferral 2: _____
	Deferral 3: Remove from List
	Date Deferral 3: _____

Do not call until this date (optional): \_\_\_\_\_. If left unchecked, SWS will call as soon as space is available.