

ATB Waitlist Procedures

1. Families contact the Child Development Office to request before and after school care for the Around the Bell Program. They are informed of the \$100 non-refundable waitlist fee. Families are given 10 days to pay the waitlist fee and have their name officially placed on the waitlist based on the date that the waitlist fee was paid.
2. Families are placed on the waitlist of their home school. If a family does not have a home school they are placed on the permit waitlist. Families may only be placed on one waitlist at a time.
3. Families that are placed on the permit waitlist are required to contact the Child Development Office and notify the office staff when they have been accepted into their school of choice. Once accepted into the school of choice the family is transferred to the waitlist of the new school based on the original date that they paid the waitlist fee.
4. Once placed on the waitlist the family is given a waitlist number. Waitlist numbers can change due to the interchanging of students from school to school and or waitlist to waitlist.
5. When a space becomes available, families are contacted to determine their continued interest in the program and to offer them a spot.
6. The parent is sent an email containing an attachment with the enrollment packet and registration appointment details.
7. An appointment is scheduled for the family to return the completed enrollment packet. Parents are required to set up their rSchools account prior to their scheduled appointment.
8. During the appointment the enrollment packet is reviewed and processed. The family is invoiced the \$100 registration fee. Program information is reviewed with the parent.
9. The parent is given a start date.