

# Pierce School Extended Day Waitlist

## Information

**PSED Wait List Policy:** PSED is licensed by the Department of Early Education and Care and there is a limit to how many students we can accept based on our classroom space and our staffing. While we have been able to accommodate many children, we still realize some families may want to join the program if space becomes available. If you wish to be added to our wait list, please read the following information regarding the wait list before adding your name.

**Enrollment:** Each Spring PSED holds Registration for incoming Kindergarten students entering the Pierce School the following September. Admission is granted through the results of our annual lottery during April. During the summer, PSED distributes all Admissions Packets to students enrolled in the program. Preference is given to families whose children attend the program in the previous year. Siblings of children enrolled in the program are also given priority over new applicants. After the completion of the PSED Kindergarten Registration and all returning admissions have been submitted, PSED can accept new enrollees from the waitlist if enrollment slots are available.

**Creation of the Wait List:** Once all available student slots are filled each year, PSED creates a wait list for those students whose parents wish to be notified when a position becomes available. This list is done on a first-come, first-serve basis, in accordance with the date on which the original application for admission was received. All families are asked to sign up online to be added to our wait list.

*Please note: To gain admission to PSED, children's parents/guardians must be employed or pursuing an education.* The minimum number of days children can be enrolled is two per week. There is also a 3-, 4- or 5-day option. Families can request an update on their status throughout the year, but we do remind everyone on our list that we will contact you when and if a space becomes available.

Beginning in June of 2025 the waitlist will be refreshed every year to ensure that it is as accurate as possible. Families on the waitlist will be notified annually to update their waitlist information if they wish to be considered for PSED the following year.

**Use of the Wait List:** When a position in a class becomes available, the Director goes down the list in order notifying families of the opening, describing the slot available and the date the child could start PSED. The family is given a reasonable time to accept or decline the position and then the next family on the list is notified in sequence until the position is filled. Please note:

- If a family declines to accept the position for the days they requested, they will be removed from the wait list and the spot will be offered to the next family.
- If a family is offered days other than what they requested but decline to accept those days, they will go to the bottom of the wait list at that time.

- Families who accept alternate days than those requested will be placed at the top of the waiting list for the additional days they would like to enroll.

We advise all families to carefully consider this option before declining to accept the days they are offered to avoid going to the bottom of the wait list for their child's grade.

**Exceptions to the Wait List:** The Executive Committee of the Board may, at its discretion, override the wait list and admit a child to the program upon the request in writing of the Pierce Guidance Department citing a unique and special need to do so. The disposition of such a request should be kept confidential and the reasons for the decision shall not be made public.