

# Memphis Jewish Community Center

## Jearly childhood center

### MJCC ECC Infant and Toddler Wait List F.A.Q.

#### **How is the MJCC ECC wait list administered?**

Each wait list form is logged according to the date the wait list fee is processed which typically occurs on the same day the information is turned in. When a space becomes available the Early Childhood Director looks at the wait list in the order the forms were received. The forms are examined for specific information such as desired start date and desired schedule. If the available space matches both the desired start date and desired schedule the director will contact you using the phone numbers and/or email address provided on the form. It is very important for you to update your information with the ECC Office should it change. If any of the information is inaccurate, it could mean that you miss being offered a space in the ECC.

#### **When should I put my child on the wait list?**

Parents are encouraged to fill out the wait list form as soon as possible. Even if you are unsure about wanting a space in the infant program, it is still a good idea to go onto the wait list so that the director can contact you about availability later on.

#### **How long is the wait list? Is enrollment only in August?**

Typically the infant wait list is significantly longer than the toddler wait list because there are fewer spaces, lower ratios, and a greater need in the community. Infant center enrollment is on a rolling admissions process. Spaces are filled as older infants (shortly after they turn 1 year old) move into our toddler program or if a family leaves the program. Toddling Tots enrollment is also a rolling admissions process. While the majority of our new toddlers start in August of each year we continuously fill spaces as they become available throughout the year.

#### **Is my child guaranteed a space if they are on the wait list?**

Unfortunately, no. Being on the wait list does not guarantee you a spot. Placing your child on the wait list guarantees that the director will contact you should a space open up.

#### **What happens if I am not ready to accept a space when it is offered to me?**

It is possible that you will be contacted regarding availability prior to your preferred start date. You will have the choice of paying the applicable monthly tuition to hold the spot until you are ready or you can choose not to enroll at that time. If you choose to decline the space the director will contact the next family on the wait list and we will not be able to guarantee future availability.

**How long do I have to make a decision when I am offered a space?**

Toddler enrollment letters are mailed in the spring for an August start and families are given two weeks to return the form along with the first month's payment to guarantee the space. Families who are contacted regarding an open space in the infant program (or toddler classroom at a time other than August) are given a maximum of five (5) business days to accept or decline the space. This will vary depending on the start date of the available space.

**Is the wait list fee applied to my tuition once my child is accepted into the program?**

No, the wait list fee is not applied to the tuition. It is non-refundable and non-transferable and helps to cover the administrative costs related to managing a wait list.

**How far in advance will you contact me when a space is available?**

Parents of enrolled children are required to give us a 30 day notice before exiting the program or requesting a schedule change. This means that a space can be offered to you from two weeks to one month in advance. We try to give parents as much notice as possible, but sometimes spaces come up unexpectedly and we fill them as soon as possible.

**Can I secure a space in the future if I apply far enough in advance?**

It is always best to get on the wait list as soon as possible even if you are not sure about your schedule or your start date. We are not able to guarantee a space until your form is next in line for an open space.

**Do I need to be a member of the MJCC to go on the wait list?**

No, you do not have to be a member of the MJCC to go onto the wait list; however, you do have to join when your child starts in the program.

**Do MJCC members receive priority on the wait list?**

No, members do not receive priority on the wait list. Priority is given only to families who have children currently enrolled in the ECC.

**Do I have to wait to hear from the ECC regarding the status of my place on the wait list?**

No. Please email or call at any time to check the status of your place on the wait list. We are always available to answer any questions you may have. You will only hear from the director if a space opens up for your child.

Thank you for your interest in the MJCC Early Childhood Center.