

Manning Preschool Enrollment and Waitlist Policy

Policy Number: MP-ENR-001

Effective Date: September 1, 2025

Approved By: Manning Regional Child Care Board of Directors

1. Purpose

The purpose of this policy is to establish clear, consistent, and equitable guidelines for determining enrollment and maintaining a waitlist at Manning Preschool.

2. Policy Statement

Enrollment at Manning Preschool is determined by the child's birthdate and readiness for group learning. All children must be fully potty trained prior to attending. Priority for placement in available class spaces will be granted to children who meet these requirements. The waitlist will also be managed according to birthdate in order to maintain fairness and transparency.

3. Procedures

3.1 Enrollment

- Children must meet the minimum age requirement for their program year, as determined by their birthdate.
- All children must be fully potty trained prior to enrollment.
- Enrollment offers will be extended in order of birthdate, with older eligible children receiving priority until all class spaces are filled.

3.2 WaitList

- When class capacity has been reached, additional applicants will be placed on a waitlist.
- The waitlist will be organized strictly by birthdate, with older children placed ahead of younger children.
- Families on the waitlist will be contacted in order of birthdate as spaces become available.

4. Responsibilities

- The Preschool Teacher is responsible for maintaining accurate enrollment and waitlist records.
- The MRCCA Board is responsible for reviewing this policy annually and making revisions as required.

5. Review and Approval

This policy will be reviewed on an annual basis to ensure alignment with licensing requirements and community needs. Revisions must be approved by the Manning Preschool Board of Directors.