

Riverbend Christian School Application and Waitlist Policy

Parents can apply at any time to enroll their child into RBCS's Mother's Day Out and Preschool program.

To apply for enrollment:

- Complete a family application. If you have more than 2 children for your application, include additional children in the Comment section at the end of the application.
- Pay the non-refundable application fee for your family. The application fee will be applied to the registration fee of the first child you enroll at RBCS. Once applied, it is not valid for additional children you may register in the future. The full registration fee would be due in this case.

After receipt of your application and fee, your child(ren) will be placed on our waitlist for future enrollment. Your first schedule preference will be noted, however, we will consider your child for alternative schedules if your first preference isn't available. Age group categories are based on the child's age as of September 1st, however, RBCS holds the right to make adjustments to the birth date guidelines as long as the birth dates of the children in the classroom are within a reasonable range. Placement of children is at the discretion of the school administration.

Once your child has been added to the RBCS waitlist, your child will remain on the list until they are no longer of age to attend our program or we receive notice that you are no longer interested in enrollment. Because the waitlist carries over from year to year, we cannot guarantee that the classes offered at the time you are put on the waitlist will be the classes available at the time of registration. Registration fees and tuition are subject to increase each school year in order to provide staff raises, so we also cannot guarantee that the current tuition rates will be in effect when your child enrolls in our program.

It is impossible to predict when or if an opening will become available in a class. In the event of an opening, RBCS will make every effort to fill the opening with a child from the waitlist in the order the children's names appear on the list. However, Riverbend staff, currently enrolled families, official Riverbend church members and returning RBCS families will be given priority.

You may be notified at any time during the year when an opening becomes available for your child. We will attempt to contact you via email and then by phone if we don't get a reply to our email. If at any time your information changes, you are responsible for providing RBCS with updated contact information.

*** When contacted with an offer of enrollment, you will need to respond within 48 hours. ***

Failure to respond within 48 hours will be accepted as notice that you are no longer interested and will remove your child's offer for enrollment and from the waitlist for any future openings.

Waitlists are used to fill any openings that occur before or during the school year. When you are offered an opening, you have these options:

- Accept enrollment for your child in the schedule offered.
- Accept enrollment in the schedule offered but remain on the waitlist for your preferred schedule.
- Decline enrollment and request that your child's name remain on the waitlist for future openings.
- Decline enrollment and remove your child from the waitlist.

To accept enrollment, you will need to complete the registration form and pay the required non-refundable registration fees by the deadline indicated at the time of offer for enrollment. Your application fee will be applied to the registration fee of the first child you enroll. Once applied, it is not

valid to be applied to additional children. If you enroll more than one child in our program, the full registration fee will be billed for each additional child.

RBCS uses an app called brightwheel. It is imperative that parents enrolling in our program download and are committed to use the app for school communication and checking the child in/out each day. Fees and tuition will be billed through the app and parents can pay via their bank account FREE of charge (credit cards result in additional fees). Once you have completed the registration form for your child, you will be sent an invitation to set up your account. Registration fees will be billed and need to be paid by the due date in order to secure your child's enrollment.

In addition to the registration form, there will be other forms that will be required before your child's first day of attendance. These forms include authorized pick up persons, vaccine records, health statement, child information sheet, as well as vision and hearing screening and allergy action plan, if applicable.

RBCS collects one month's tuition up front known as the May Deposit. This deposit is billed the June before or at the time of enrollment, whichever comes later. RBCS requires a 30-day written notice of withdrawal if for any reason you no longer want your child to be enrolled in our program. If your notice is given after August 1st or is provided during the school year (before February 1), the deposit will be used for the 30-day period following your notice regardless of your child's attendance. A full or partial refund may be given if tuition has already been paid for that period. If your child completes the school year, the deposit will simply be applied to May tuition. A full description of the policy is located in the RBCS Handbook.

Waitlists carry over from one school year to the next.

Registration is held each January for currently enrolled families. Beginning in February, all those who have applications on file will be contacted and offered enrollment for the next school year. In the event that your child's age group fills before your application is processed, you will be provided an update of your waitlist status.

Leading into the registration period, all those with applications on file will be contacted via email to confirm schedule preferences and to provide updated information about the school and registration timeline. During the first week in February, we will begin processing applications and offering enrollment for the next school year. The procedure is the same as outlined above - to enroll you will need to respond within 48 hours, complete a registration form, create your account on the brightwheel app and then pay the non-refundable registration fee to accept your child's spot.

If you apply after the registration period for the next school year, you may be immediately offered a spot for enrollment, or if no spots are available, we will provide you a waitlist status.

If the desired start date indicated on your application is before the start of the new school year, your child's application will remain on the waitlist. Even if you have already completed your child's enrollment for the next school year, your child will be considered for an earlier start if there are withdrawals during the spring semester.

Applications only apply to our school year program. Summer camp registration procedures are different from the process outlined above. Registration is held in late February and in March, depending on priority group. Although priority in registration is given to current RBCS families and those families who have accepted enrollment for the next school year, registering for summer classes has no impact on your child's enrollment in the school year program.

Riverbend Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

This policy, the waitlist procedure and the application fee is subject to change at any time. Registration fees and monthly tuition rates are subject to change each school year. This allows us to provide raises for our amazing teachers who 'Grow Young Hearts & Minds'!