

KIDS AFTER SCHOOL TIME WAIT LIST INFORMATION AND POLICIES

1. KAST provides after school care for children in grades 1-6 at the Ray School and the Richmond School in Hanover, NH. State regulations and space constraints at the Ray School limit KAST enrollment. Minimum enrollment is two days per week.
2. To complete a Waitlist application, please go to our website at www.kidsafterschooltime.org and scroll down to the waitlist link. There you will find a letter defining specific Kindergarten waitlist policies, a Waitlist form for the current school year, and a Waitlist form for the next school year (for Kindergarten students and others interested in after school care next school year but not this school year. These forms are time stamped so please use this process versus emailing the KAST program.
3. Waitlist applications may be submitted no more than one year in advance of the date on which enrollment is desired. (For example, if enrollment is sought for the first day of 1st grade, an application will not be accepted until the first day of kindergarten.)
4. KAST gives priority to siblings of students enrolled in KAST
5. Waitlist applications are considered on a first-come first-served basis. Application date determines the order in which applications are considered. One exception to this rule is the applications received on the first day of Kindergarten. These applications will be assigned a waitlist placement based on a random drawing. Thus, it does not matter what time you register for the waitlist on the first day of Kindergarten as all registrants will have equal opportunity for a space in KAST the following school year. This will ensure that parents of Kindergarten students with less flexible schedules or less access to the Internet will be at no disadvantage.
6. Schedule changes requested by currently-enrolled families are accommodated, when possible, before available spaces are offered to new students.
7. Available space is offered to waitlisted families throughout the year. An offer of space is made to the family at the top of the list when two or more available days match the specific days requested. If the available days do not match two or more of the requested days, the family keeps its place on the waitlist and the days are offered to the next family on the list whose requested days match the available days. Families are given not more than 7 days to accept or decline the space. Because of the state regulations and space constraints noted in #1 above, there are often fewer days available than what the family ideally desires. (In other words, the family may desire 5 days/week, but only 2 days/week open up.) Space is offered regardless of the number of days noted on the waitlist application, bearing in mind that if the family accepts the available days, the student is then considered "enrolled" for the purposes of accommodating schedule changes. (See #5 above.)
8. If offered space is accepted, registration papers are promptly sent to the family. Children may not attend KAST until registration papers are complete and a deposit, equal to one month's tuition is paid.
9. If offered space is declined, the waitlisted family has the option of being completely removed from the waitlist or added back on to the waitlist. If the latter is chosen, the date of decline is used as the new application date and the student's name will drop to the bottom of the waitlist. This is done in an effort to continue to offer spaces to the long list of children remaining on the waitlist who would benefit from using any available space that is offered.
10. It is incumbent upon the waitlisted family to notify KAST of any changes in days requested—preferably by email at KAST@kidsafterschooltime.org
11. In preparation for the following year's open enrollment period which occurs annually in late April or early May, available spaces are generally not offered to waitlisted students from April 1st on. During open enrollment, currently-enrolled students are registered for KAST for the following fall. Once open enrollment is completed, available spaces are offered first to siblings of currently enrolled students of KAST, then to others on the waitlist according to waitlist application date.

FREQUENTLY ASKED QUESTIONS

1. *I requested full time (Monday-Friday) enrollment at KAST. When will you notify me?*

The KAST Registrar will contact you whenever at least two of the requested days become available. If you accept the space, your child will be considered “enrolled” and will get priority over waitlisted families for being offered the additional days when they become available. Your child will also be included in KAST’s annual Open Enrollment period that takes place in April/May.

2. *I indicated on the waitlist application that I’d like my child enrolled on Tuesdays and Thursdays. Will you notify me if space becomes available on Mondays and Wednesdays?*

No. Because you indicated that you’d only like Tuesdays and Thursdays, we will only contact you when space becomes available on Tuesdays and Thursdays. If your needs change and you now need Mondays and Wednesdays instead, you need to contact KAST (preferably by email) to let us know.

3. *I only need after school care on Wednesdays. Can you help me?*

Unfortunately we can’t. In order for the children to be active and familiar members of the KAST community, there is a minimum of two days/week enrollment at KAST.

4. *It’s November. I just filled out a KAST waitlist application, hoping for an immediate opening for all five days, Monday-Friday. In the meantime I made other arrangements for full time after school care. If KAST offers me only two of the five days at KAST, it will be hard for me to decide whether or not I should accept them. What should I do?*

If you accept the KAST days, you will get priority over waitlisted families for being offered the additional days when they become available, and will be included in KAST’s annual Open Enrollment period that takes place in April.

If you decline the days, you would have the option of being completely removed from the waitlist, or remaining on it. Should you choose to remain on the waitlist, the decline date will replace the original application date and will then be used to determine your place on the waitlist.