

Sprouts Learning Center Waitlist Guidelines

Thank you for your interest in the Sprouts Learning Center! As we typically operate with a lengthy waitlist, we have put together some guidelines in order to best serve the community and our families. We understand the value of childcare for working families and know that there are few options in our area for pre-K care. With that in mind, we want to be judicious and efficient with how we allocate the limited spaces our programs may have available. Please do not hesitate to reach out to Desiree Denakis, Recreation Coordinator, at ddenakis@astoria.or.us, or Brianna Bowker, Recreation Manager, at bbowker@astoria.or.us, should you have any questions about the waitlist process.

- The waitlist is managed according to the date you were originally placed on it, in conjunction with the assumed classroom your child may be placed in at that time. Assumed classrooms are assigned based on birthdate and toilet training status, as well as overall developmental and social needs. Please keep in mind, as students age up to a new classroom's waitlist, their numerical waitlist number on the new classroom's list may be different than what it had been on the previous classroom's list.
- Spaces become available when a current student either ages up to a new classroom, or leaves the program. The Sprouts Learning Center prioritizes transitioning our current students to their appropriate classroom (aging up), before considering waitlisted candidates.
- The Sprouts Learning Center will make efforts to enroll siblings at the same time, as classroom spaces allow; siblings of currently enrolled students will have priority placement.
- Waitlist candidates will be contacted quarterly via email to reconfirm their childcare needs. Failure to reply to the confirmation email will result in being moved off the active waitlist, to the inactive list, at which point we will no longer reach out for potential placement. We ask that families on the waitlist contact the Sprouts Learning Center to let us know of any changes to your childcare needs or updates we should consider when trying to place your child.
- If a space becomes available, we will make three (3) attempts to contact the first family on the waitlist for the spot; if we cannot reach you after three (3) attempts, we will mark the need as inactive and move to the next name on our list.
- Waitlisted candidates will be kept on the active waitlist, until one of the following apply, at which point the child will be marked as inactive:
 - If the child turns 5 on or before September 1st of the current year, they will be marked as inactive as of September 1st (as it is expected the child will transition into kindergarten).
 - The contact information is no longer correct and/or no longer working. Families are responsible for maintaining current contact information for our files.
 - The family informs the Sprouts Learning Center they are no longer in need of care.
 - The family fails to reply to the quarterly email confirming your desire to stay on the waitlist.
 - If we have made three (3) attempts to contact a family about placement and do not receive a response.
- If a waitlisted candidate is offered a space and the opportunity is turned down, but wishes to be kept on the waitlist; the candidate will be moved to the bottom of the list.
 - Considerations will be taken if the schedule we are offering does not meet the family's needs, and/or if there are extenuating circumstances.

Waitlist FAQ's

- A. I completed the interest form on the Lil' Sprouts Academy website a few months ago, but when I called to inquire about waitlist status, they could not find me; why?
 - a. The interest form on the website acts solely as an interest form. Once you have filled out and submitted the interest form, a staff member from the Lil' Sprouts Academy will reach out to speak with you, answer questions, confirm your needs, and formally place you on the waitlist. If you do not respond to our attempts to contact you at this time, you will not be added to the waitlist.
- B. When I called to inquire about waitlist placement three months ago, I was told I was number 10 on the list, now I am being told I am number 12 on the list – what changed?
 - a. There are two scenarios which could warrant your waitlist placement changing:
 - i. Your child may have aged up to a new classroom's list, at which point, your numerical waitlist number will change in accordance with the new classroom's list and dates those classroom's families were added.
 - ii. A sibling of a currently enrolled student was added to a waitlist, as siblings of currently enrolled students are given priority placement.
- C. I called to inquire about my child's waitlist status, and was told I was moved to the inactive list; why?
 - a. There are a few different scenarios which could warrant the Lil' Sprouts Academy changing your waitlist status to inactive:
 - i. You did not reply to the quarterly email that was sent to reconfirm your childcare needs.
 - ii. When the Lil' Sprouts Academy attempted to contact you, your phone number or email was incorrect or no longer in service.
 - iii. You, or a member of your family, told the Lil' Sprouts Academy you were no longer in need of care.
 - iv. The Lil' Sprouts Academy attempted to contact you three (3) times for placement, and you never responded.

