



NPCC Admissions & Waiting List

Policies, procedures and FAQs

Thank you for your interest in NPCC! Below you will find all the information you need to begin the admissions process, and answers to some of the most frequently asked questions about registration and enrollment.

How do I join the waiting list?

To join the waiting list you will need to submit the following:

-Registration form: One per family. Please email a scanned copy of the completed form to us at:

elizabeth.watson@norotonchurch.org.

You will be asked to update this form annually in order to stay on the waiting list. The registration form is available online by visiting the parents' page of our website, www.npchildcare.org

-Registration fee of \$75/child. This is a one-time fee, regardless of how long you are on the waiting list. It is refundable if we are not able to offer you space within 12 months of your date of registration when a refund is requested in writing. The registration fee can be paid via the link on the same web page where the registration form is found.

When can I register?

-You may register at any time during the year, but will be asked to complete updated registration paperwork annually in February to stay on the waiting list for the next contract year.

-If you are expecting, you may register your baby at any time during your pregnancy, but we suggest waiting until the conclusion of your first trimester.

How are admissions prioritized?

The simplest answer is that we prioritize based on your date of original registration and finding a match between the available space(s) and your family needs. NPCC reserves the right to offer space to wait listed families in a way that meets the needs of the current families within the program, and prioritizes admissions based on the criteria below.

1. Siblings of children already in the program (this includes new infants expected by current families, who will be prioritized in admissions, but please note that we cannot guarantee space will be available)
2. Children of NPC, NPCC, and NPNS staff members
3. Siblings of children who have attended NPCC in the past
4. Children of NPC members (beginning with children born in 2023)
5. Families new to NPCC

Where am I on the waiting list, and how long is the wait?

These are understandably the two most frequently asked questions! Unfortunately, both are difficult to answer in a meaningful way. Your place on the waiting list is based on your date of registration, but we do not subdivide the waiting list into age groups, as these can be somewhat flexible. You will be offered a space when your child is the first on the list with a birthdate that would be a good fit in the room with availability. Since our children generally move through the program as a cohort, new families are looking for space within an existing group of similarly aged children; time alone does not create space in the group. NPCC reserves the right to plan for class changes and flexible age ranges in order to meet the needs of our current families and general program functioning. Space in a specific class becomes available when another family has a change in need or circumstances, which is not something we can predict or control, therefore we are unable to predict when space will be available.

When will I hear if I am offered a space?

You may be offered space in one of several ways:

1. As part of our annual registration process. This is the most common time for us to be able to welcome new families into the program. You will be offered a contract in March for our upcoming year starting in September.
2. During the course of the year if a current family leaves the program. Like many programs, we have a 30 day notice policy. If you are offered a spot and need to give 30 days' notice to another facility, we will hold the spot for you for that period of time.
3. If you are offered a spot and will not be ready for it within 30 days of it becoming available, you may opt to pay to hold it, or to pass.
4. If we are offering a spot to an infant, we will hold the space without charge until the infant is 12 weeks old and eligible to attend. If you opt to start an infant later than 12 weeks, you will be responsible for tuition.

We will contact you when we have a space available. You will receive a letter of agreement and be asked to return a signed copy. A non-refundable deposit of your first months' tuition is due at that time to hold the spot. Both the signed contract and the deposit are due within one week of the spot being offered. Should you choose not to accept the spot, or if we do not receive both the signed letter and the deposit on time, you will be removed from the waiting list and the spot will be offered to the next family.

Can I tour the facility?

We are currently opening the building for tours only to families who are being offered space in the program. We hope the information and pictures available on the website are helpful in getting a sense of who we are, and would be happy to answer any questions we can over the phone and/or email.