

WAITING LIST PROCEDURES

- In order to be eligible to attend the Care After School program or be included on a waiting list, a child must be toilet trained and enrolled in a PM or All Day Kindergarten through sixth grade class in one of the Worthington Elementary Schools. Children attending AM Kindergarten are eligible only for enrollment in the CAS morning programs at Liberty, Slate Hill and Worthington Estates, and are not eligible for any PM program or for the CAS waiting list. CAS is not in session when AM Kindergarten is dismissed.

Children placed on a Worthington Schools waiting list for an All Day or PM Kindergarten class may remain on the CAS enrollment or waiting list until the first day of school in August, at which time eligibility will be determined. Should you decide to register, please note that the \$40 registration fee is non-refundable

- A completed registration form and the registration fee are required in order to be added to a waiting list.
- The length of the waiting list and its movement varies from site-to-site and year-to-year. CAS cannot guarantee or predict when space will become available.
- Openings are offered as space becomes available throughout the year. Waiting list families have the following options when offered a space in the program:
 - Accept the space and enroll in the program.
 - If enrolled, must attend the program. Tuition may not be paid to 'hold' a space.
 - Decline the space and be removed from the waiting list. (If the family wishes to enroll in the future, they are considered 'new to CAS' and must submit a new registration form and another registration fee.)
 - Decline the offered space and move to the bottom of the current waiting list (one time only).
 - If contacted a second time, either enroll in the program or decline and be removed from the waiting list.
- **WAITING LIST CAPACITY** – All registration forms will be accepted during the open lottery registration period. At any time after the open lottery process, it is possible for a waiting list to be closed because it has exceeded the number that can reasonably be accommodated throughout the remainder of the school year.
- **WAITING LIST PRIORITY REGISTRATION FOR THE NEXT SCHOOL YEAR**
 - Families remaining on the waiting list in February are notified to complete and submit a registration form for the upcoming school year by a specific date to keep their place in line on the waiting list for the following school year.
 - The registration fee previously paid for the waiting list is applied to the next school year.
 - After registration is received for the following school year it is possible that a child currently on the waiting list will:
 - be accepted into the program for the upcoming school year (after current families including additional siblings have been accommodated)
 - retain his/her position on the waiting list if no space is available
 - move up on the waiting list
 - move down on the waiting list if a currently enrolled family's request for enrollment changes could not be accommodated, and they are added to the waiting list

- During the priority registration period, if a registration form for the upcoming school year is not received by the deadline, the child's name is removed from the waiting list. If the family wishes to enroll in the future, they are considered 'new to CAS' and must submit a new registration form and another registration fee.
- SPECIAL SITUATIONS –
 - TRANSFERS FOR CURRENTLY ENROLLED FAMILIES – Every effort is made to work with currently enrolled families to accommodate their transfer requests; however, transferred services are not guaranteed. (Students must attend the CAS site at the school where they are enrolled.) Transfer approval is dependent upon the current enrollment and the waiting list of the site requested. If a currently enrolled family requests a transfer during the current family priority registration period, they will be enrolled at the new site if space is available after currently enrolled families are placed, and before waiting list families are offered spaces. Families who request a transfer after the current family priority registration period will be enrolled at the requested site if space is available. If space is not available, they will be added to the waiting list in the order notice is received.
 - WORTHINGTON SCHOOLS OPEN ENROLLMENT – CAS accepts registrations for only one CAS site per child; therefore, families who apply for open enrollment to attend a school outside their regular attendance area must choose one CAS site for registration. Once they are notified by Worthington Schools of which school their child will attend, they should notify the CAS office immediately. If the child will attend a different site than the one where they are currently registered, the child's enrollment will be transferred to the new site if space is available. If space is not available, they will be added to the waiting list in the order notice is received.