



Quality Care & Education  
from Cradle to Kindergarten  
[www.sequoiachildren.org](http://www.sequoiachildren.org)

# SEQUOIA CHILDREN'S CENTER

1234 Brewster Ave.  
Redwood City, CA 94062  
650-369-5277



## Waitlist Policy

Thank you for your interest. If, during your initial inquiry for childcare, you learn your desired spot is not immediately available, you may choose to join the waitlist. Our licensed capacity is limited to 16 infants and 75 toddler to prekindergarten-aged children. Following are a few points regarding our waitlist.

1. **Completed waitlist application:** To be on the waitlist, complete the online application and mail in the non-refundable waitlist fee, per child.
2. **The following priority is given to children:**
  - a. **Siblings/Alumni/Children of our teachers:** To support families we offer priority to any siblings of current students first, then siblings of alumni. Children of our teachers are given highest priority.
  - b. **Whomever has been on the list the longest time and matches the spot available,** per child's date of birth, desired schedule, and desired start date. Parents are responsible for notifying us of changing schedule needs.
3. **We will notify via email and offer to schedule a Zoom appointment when a space is available.** When we have an opening, we will contact the matching family with an enrollment offer. Along with the offer will be a Zoom appointment for a meeting with the director and a virtual tour of the classroom. Parents are given a limited time to consider their decision to either accept or decline the offer before we proceed to the next family on the waitlist.
4. **We strive to give as much notice as possible when offering a space for enrollment.** We usually only have a 30-day window of visibility on openings as they arise, because we receive 30 days' notice upon withdrawal of any currently-enrolled child.
5. **We cannot give specific order numbers in the waitlist..** Children are placed in the classroom corresponding to their age. When a space does open, it is offered to the family who has been on the waitlist the longest and aligns with the criteria above. We cannot guarantee siblings will be enrolled at the same time.
6. **Update Communications:** We periodically contact members of the waitlist by phone and/or email, to update family needs (schedule and start-date preferences). Parents are responsible for ensuring their contact information is correct and ensuring our emails go to their proper inbox email folder (not "junk").
7. **Placement on the waitlist does not guarantee enrollment.** The waitlist fee is a non-refundable administrative fee, and it does not constitute an enrollment contract, nor a promise to enroll.