

EEC Enrollment Policy

Guidelines for Re-writing Policy

- Alignment with Core Values
 - Maintain HRD Resident Priority
 - Conduct business in ethical and transparent manner
 - Steward our resources

EEC Registration and Wait Pool Policy for all Enrollees

Each January, the HRD Administration will begin the registration process for the following August. Once currently-enrolled children have confirmed re-enrollment and paid the registration fee, the HRD Administration will offer available spaces to the waitlist. Each offer will be open for three business days and must be confirmed by returning the signed enrollment agreement and full registration fee. Should any openings arise during the school year, HRD Administration will follow the same process. To be included in the waiting pool, the parent(s) must register the child in RecEnroll and pay \$25 per child. If a family does not accept an enrollment offer, the child will return to the wait pool with the date they declined a space as the new date of wait pool application.

Effective August 2019, The Employee Enrollment Policy is revised; children of full-time employees will be given 20% discount off of Resident Rates (similar to general policy for all HRD programs) and will follow priority listing below. The sibling of an enrolled employee child will also receive a 20% discount off the resident rate and their priority rating will be third (Full time HRD Employee Children). To maintain priority for Highlands residents, there can be a maximum of 4 children of employees in the program or 10% of the total enrollment, whichever is greater.

Children of Employees who are currently enrolled (prior to August 2019) will maintain their current discount.

Enrollment Priority

1. Re-enrollment: currently-enrolled EEC children
2. New enrollment for full time (M-F) spaces
 - i. Siblings of EEC children who will be currently enrolled in EEC for the August start date.
 - ii. Resident families (ASP enrollment is a tie-breaker if all other factors are equal)
 - iii. Full time HRD Employee children (Given 20% discount off resident rate)
 - iv. Non-Resident Families enrolled in the ASP program
 - v. Non-Resident families

**Same priority list will be used to fill available spots for MWF & TTH availability if necessary

Deviations from this policy must be made with approval from the General Manager.