

Office of Expanded Learning Program Waitlist Procedures and Protocols

The Office of Expanded Learning would like to thank you for your interest in adding your child to our waiting list. **Please note: your child must be at least 3 years old to be placed on the waitlist.**

How our Waitlist Process Works

1. Visit our registration page through Procure and provide all necessary and accurate information. https://schoolcareworks.com/registration/kaleidoscope/start_registration.jsp
2. Upon completion of the registration, your child is automatically placed on the waitlist in the order the registration is submitted. You will receive an email stating your registration has been **received**.
3. Registration for students for the upcoming school year already enrolled in the program begins in April/May. Once this process is completed, the program begins the process of contacting those on the waitlist.
4. All Sites operate a year to year rolling waitlist managed through Procure.
5. You are welcome to contact your school's Site Coordinator at any time to review your status on the waitlist.

Availability of Space

1. Vacancies in Kaleidoscope are influenced by staff to student ratios, licensing requirements, and physical space within the building.
2. Siblings of current Kaleidoscope students and CCSD employees' children receive priority for placement from the waitlist.
3. Spaces can become available at any time during the year once additional staff are hired and trained.
4. Once contacted, parents have 48 hours to accept being placed and to complete the registration process.
5. If a parent declines placement, staff will move to the next name on the waitlist.
6. Parents declining placement who wish to remain on the waitlist, will need to reapply and will be placed at the end of the waitlist.

Please know we are working to try and accommodate all students on the waitlist in a timely manner. If you know of anyone who would like to work at one of our Kaleidoscope programs, please have them visit the CCSD website and apply.