

First Methodist Day School Waitlist Policy – effective 10/23/2024

1. Siblings – enrollment beginning in March

- After in-house enrollment (February) is complete, FMDS will enroll children from the sibling waitlist if there are enrollment spots available in that age group.
- To join the sibling waitlist, the child must have a sibling currently enrolled at the school (or had been enrolled within one calendar year) and the family must be in good standing.
- Employee children will be grouped with siblings regarding enrollment and waitlist procedures.
- To be considered on the sibling waitlist for the enrollment cycle beginning in February, the student **MUST** have joined the waitlist before January 1 of that year.

2. Church Members – enrollment beginning in March

- After siblings have had the opportunity to enroll, active parent church members (who have been members for one year or more) will have the opportunity to enroll their child from the church member waitlist if there are enrollment spots available in that age group.
- The school will verify church membership with First Methodist Church after enrollment information is submitted online through the online waitlist portal.
- To be considered on the church waitlist for the current enrollment cycle, the student **MUST** have joined the waitlist before January 1 of that year.

3. Public Waitlist – enrollment beginning in April

- After filling spots from the sibling and church member waitlists, remaining openings, if any, will be filled from the public waitlist.

Waitlist Structure

- To join the waitlist, parents or guardians must complete the online waitlist enrollment form at fmdsmarshall.com (waitlist requests are not honored in person or over the phone)
- The school maintains a waitlist for each age group. Age groups are designated by birthdates from September 1 through August 31, mirroring the age cutoff date followed by public schools.
- A one-time nonrefundable fee of \$75 is required for each child in order to be placed on the waitlist. The fee will not be credited to future enrollment, and must be paid online at the time of waitlist registering.
- Once a child is on the waitlist, they will not be removed until the parent or guardian requests it or an enrollment spot becomes available.
- If an enrolled child withdraws or leaves the school for more than one year, their younger sibling will be moved from the sibling waitlist to the public waitlist.

Enrollment Cycle

- After January 1st of each year, any new applicants will be placed on the public waitlist until the general enrollment cycle (February through May) for the upcoming school year is complete. Siblings, employees, and church members must join the waitlist before January 1 to be considered amongst the sibling or church waitlists.
- If a parent declines an enrollment spot when offered but wishes to remain on the waitlist, their child will be moved to the bottom of their age group's waitlist.
- Outside of the general enrollment cycle, FMDS administration may reserve the right to fill open enrollment spots at their discretion.