



Lottery & Enrollment Process

Core Program: Infants-Kindergarten Prep

Registered applicants will be enrolled in the existing Explorers Club based upon registration date and desired enrollment date until the center is at capacity. Priority will continue to be given to those who have a sibling in the Explorers Club or were on the waitlist prior to September 7, 2017, the date of announcement for the new Pioneers Club. Should the number of submitted registration forms over-subscribe the centers, a lottery will be held.

Only families that have submitted registration forms by March 31, 2018 will be assigned lottery numbers. Each family will be assigned one lottery number, regardless of number of children or ExxonMobil employees in the household.

As lottery numbers are pulled, children will be placed into age groups until all available enrollment spaces are assigned.

Once all the spaces are allocated, the drawing will continue to assign families to the wait pool. (See *"wait pool" section.*)

Following the lottery, enrollment offers will be extended to families on April 30, 2018. Once offers are made, families will have 72 hours to accept or decline. Bright Horizons will determine to which center your offer is extended.

- Families who accept enrollment offers will be required to pay an enrollment deposit of one month's tuition. The payments must be received within 30 days of the extended offer.
- If a family opts to decline an enrollment offer, they will be added to the wait pool and the next family in the wait pool will be contacted. (See *"Wait Pool" section.*)

Wait Pool

Once the center's enrollment capacity is reached, a wait pool will be created.

For families added to the wait pool as part of the enrollment lottery process, placements will be determined by the order of the lottery draw.

Families who did not participate in the lottery, but would like to be added to the wait pool, are required to register and pay a one-time, non-refundable registration fee of \$100. Families will be added to the wait pool in the order registration fees are received, after families who were assigned to the wait pool during the lottery.

Registrations for unborn children will be accepted with a due date noted and payment of the non-refundable one-time, registration fee of \$100.

Families who are adopting children may request start dates based on the anticipated date care will be needed. It is recommended that adoptive families add their names to the wait pool after receiving confirmations from the agency or embassy.

The one-time registration fee keeps families in the wait pool until they accept enrollment offers. For example, if a family registers on October 1, 2017 but isn't offered a space until October 1, 2019, the family would pay only the initial registration fee to remain on the list for the two years.

Once families accept enrollment offers, their paid registration fees will be applied against the center's supply fees, which are due at the time of enrollment. Thereafter, families will be responsible for annual supply fees at the time these are normally due.