

Thank you for your interest in adding your name to our waiting list.

**Here is how the waiting list works:**

1. Fill out the Wait List Form to add your name to the waiting list.
2. Each age group has its own individual waiting list.
3. The day that you pay the \$30 wait list fee and fill out the Wait List Form will be your seniority date on the waiting list.
4. Provide the required information for your file on the waiting list: Be mindful and strategic of your expected start month, you may want to put the earliest start month you will consider. (e.g. you are willing to start in March but you really need a space for May.)
5. If there are any changes to your contact information please contact the center to update your file.
6. There is no specified length of time that you will be on the list before you will be offered a space.
7. Spaces are created when a family or child leaves the center. There is no specific time however the months of July, August, and September have the most movement. Spaces can be available at any time of the year and at any point in the month.
8. We are usually able to contact families 2 weeks before any given space is available, as parents are only required to give us 2 weeks notice before their withdrawal.
9. We will only be able to find a family for the space once the withdrawal is confirmed.
10. With all spaces available in the center, we will call families that are eligible to start in the age group. All parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed, if your child is still within the age group of the room, they will be offered a space.
11. Once a family is called from the waiting list, they are given 3 days to return the call and express continued interest in the space available.
12. If the families that return our call within the specified time do not take the space, the next family with the highest seniority date will be contacted for the available space.
13. If a child is offered a space for an age group, we will let you know the likelihood of them moving over to the next age grouping closer to the date they turn that age group. (e.g. if your child enters the infant room at 11 months there may or may not be a space for them in the toddler room right at 12 months) however we will be able to give you a sense of when they will be able to move and the possibility.
14. Once your child is officially offered a space, if you would like to accept it, you will be required to pay a \$75 annual registration fee (\$25 for additional sibling).
15. If you are called for a space and do not wish to take it at the time or did not contact the center within the time frame given, your place/seniority on the waiting list remains the same.
16. Student start dates need to be within 1 month of accepting a spot.
17. You may call at any time to change the information for your file with no consequence. (e.g. moving from the infant list to the Toddler list)
18. You will remain on the center's list until you have asked us to take you off.
19. Wait list fee and Registration fee are non-refundable.

Parent/Guardians signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Contacted Date: \_\_\_\_\_ Need answer by: \_\_\_\_\_ Received called date: \_\_\_\_\_

Took placement: Yes \_\_\_\_\_ No \_\_\_\_\_ Notes \_\_\_\_\_