



## **Waiting List Application**

Our Center is full! Please fill out this application to join our waiting list. You must complete this form and submit a non-refundable \$50 to hold your child's place on the waiting list. Payment of this fee does not ensure a place in our Center but does serve to keep your child's name on our waiting list of prospective students. If and when you complete the enrollment process for your child, the \$50 will be credited to your \$50 enrollment fee.

The date of our receipt of this Waiting List Application and the \$50 fee will determine your child's place on the waiting list. We offer spaces on the basis of order on the waiting list. The average wait time depends on the number of children on the waiting list and openings available at our Center.

### **Notification of Opening:**

Parents are notified via one email and one phone call when a space is available for their child (please make sure to update your contact information when needed while on the waiting list to ensure that we can reach you). Parents are then given 48 hours to notify us of their decision to either accept or decline the enrollment. If the space is declined, the child is dropped from the waiting list. If parents fail to contact us within the 48 hour period, the assumption is made that the family is no longer interested in our program and the child will be removed from the waiting list.

### **Enrollment Requirements:**

When the offer of enrollment is accepted a start date is determined for the child. The parent must then come into the Center within 48 hours to pay the remainder of the registration fee, tuition for the month, and to turn in all necessary enrollment paperwork. The start date for must be within two weeks of acceptance of enrollment.

If any of the above enrollment requirements are not met within the prescribed time periods, the child may be moved down on the waiting list or may be removed from the waiting list entirely. In this situation, the next student on the waiting list will be notified of the opening and given the opportunity to enroll.

### **Waiting List Order:**

Children that have been on the waiting list the longest are generally considered first. However, there are other considerations that may affect a child's order on the list. Our mission is to serve low-income families, so priority will also be given to low-income families. Children that will enroll full-time will also be given priority over those enrolling

part-time. Priority will also be given to siblings of children already enrolled. If you would like to know your current waiting list position, please contact the Center Director.

Children must be two-years old to be enrolled in the Center. If a child reaches the top of the waiting list and his/her second birthday is more than two weeks away, he/she will be passed and the next child on the list will be given the opportunity to enroll. This will be repeated until the child is at least two weeks away from being two-years-old *and* at the top of the waiting list.

**Child's Information:**

Child's Full Legal Name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Tribal Affiliation (if any): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

**Mother's Information:**

Mother's Name: \_\_\_\_\_

Mother's Address: \_\_\_\_\_

\_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Work Number: \_\_\_\_\_

**Father's Information:**

Father's Name: \_\_\_\_\_

Father's Address: \_\_\_\_\_

\_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Work Number: \_\_\_\_\_

The Center relies on funding received through grants from the U.S. Department of Housing and Urban Development. One of the requirements to receive these funds is collecting the household income information of children served.

Please indicate the number of family member included in the family income: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Annual Income of the Family: \_\_\_\_\_

If paid weekly (amount x 52) = Annual Income of Family

If paid every other week (amount x 26) = Annual Income of Family

If paid monthly (amount x 12) = Annual Income of Family

If paid twice a month (amount x 24) = Annual Income of Family

Do you rent or own your own home? Rent \_\_\_\_\_ Own \_\_\_\_\_

Father's Occupation: \_\_\_\_\_

Mother's Occupation: \_\_\_\_\_

What days and times will your child be attending school? Are you seeking full time enrollment or part time enrollment?

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Does your child have any siblings? Any siblings enrolled at the Center already? Please state names and ages:

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How did you hear about our Center? If someone referred you please state name.

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**Parents or Guardians Please Sign and Date Below**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY				
Date application & \$50 fee was received	Native American Tribe	Income Status	Sibling Enrolled	Date child turns two (if applicable)