



Wait List Agreement

May 2022

Philosophy: The Family Learning Center, in its effort to serve all children and families of our community in an equitable manner, has developed this agreement in response to a large waitlist for childcare spaces at our center.

As of May 2022, the following will be in effect, and will replace all previous policy regarding our Wait List and Enrollment Opportunities.

To enroll a child at the Family Learning Center, a child must be placed on the WaitList. There is no fee for placing a child's name on the waitlist. When the child reaches the top of the waitlist, which is determined by the date the child was signed up and there is availability within the appropriate age group, we will call/email to offer you a spot. We require a response within **48 hours**. Enrollment must begin within 2 weeks of when you are offered a space (or the date provided by the supervisor who contacted you on the first date of opening for the spot). If you do not respond, your name will be removed back to the bottom of the waitlist.

The registration fee is \$100 and the supply fee is \$150. These fees are charged when you accept a space at our center and **are due within 24 hours of completing your observation in the classroom. The supply and registration fees will be charged yearly. All regular tuition charges will be due by the first day of enrollment at the center.**

If you turn down a space, your child's name will either be removed from the list or placed on the bottom of the list (depending on your request to stay on the list or be removed completely). You may reapply at any time.

PLEASE NOTIFY US of any changes in your contact information, or if you will be unavailable for more than two weeks!