



Wait List Agreement

March 2020

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 list wait list for childcare spaces at our center.

As of March 1, 2020, 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 Wait List. There is no fee for placing a child's name on the wait list. When the child reaches the top of the wait list, which is determined by the date the child was signed up and there is availability within appropriate age group, we will call to offer you a spot. We require response within **48 hours**. Enrollment must begin within 2 weeks of when you are offered a space. If you do not respond, your name will be removed from our list.

The enrollment fee is \$100 is charged when you accept a space at our center. In addition to all other fees (see enrollment agreement) a supply fee of \$150 is also charged. **These fees are due by the first day your child attends. The supply fees will be charged yearly.**

If you turn down a space, your child's name is immediately removed from the wait list, unless you request that he/she remain on the list. You may reapply at any time.

Parent Signature

Date

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