



## Wait List Agreement

February 2014

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 wait list for child care spaces at our Center.

As of February 1, 2014 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 the appropriate age group, we will call to offer you a spot. We require a response within **48 hours**. Enrollment must begin within 2 weeks of when you are offered the space. If you do not respond, your name will be removed from our list.

The enrollment fee of \$25.00 is charged when you accept a space at our Center. In addition to all other fees (see enrollment agreement) a supply fee of \$35.00 is also charged. **These fees are due by the first day your child attends.**

**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.**

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Parent Signature

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Date

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

# WAIT LIST APPLICATION FOR ENROLLMENT IN THE FAMILY LEARNING CENTER

Child's Last Name \_\_\_\_\_ First \_\_\_\_\_

Date of Birth OR Due Date \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mother/Guardian Last Name \_\_\_\_\_ First \_\_\_\_\_

Place of Employment \_\_\_\_\_

Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_

Father/Guardian Last Name \_\_\_\_\_ First \_\_\_\_\_

Place of Employment \_\_\_\_\_

Home # ( ) \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_

**Promptly notify The Family Learning Center of any changes to the above information. Thank you for choosing The Family Learning Center for your Child Care needs.**

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**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

*For Office use only:*

**DATE RECEIVED:** \_\_\_\_\_ **STAFF:** \_\_\_\_\_