



Child Care Wait List Process: Please Read

To Parent or Guardian of Waitlist Applicant,

Thank you for your interest in our Community Child Care Center. As per your request, I am enclosing a wait list application for your child along with a brief outline of our Program(s) appropriate for your child.

Community Child Care Center maintains an ongoing wait list for new enrollments. Parents wishing to have their child's name placed on a wait list for enrollment **must first pay the application fee and complete a wait list form** (wait list fee may be waived for income eligible applicants). Payment of this fee and completion of this form **do not guarantee child care on the date desired**. Our Center is often at capacity and start dates can be difficult for the Enrollment Specialist to project. The Enrollment Specialist is responsible for managing the wait list and enrolling new families. Slots are filled on a first come, first served basis with the exception of the following priorities:

- Children who are currently enrolled in our program receive priority for transitioning into an older classroom.
- Siblings of children who are currently enrolled also receive our priority.
- Families in crisis can qualify for a priority enrollment if our center has the ability to meet the needs of the child.
- Our Center does give priority to children and families financially or socially in need.

All required paperwork must be completed before a child can be admitted. This paperwork includes (but is not limited to) physicals, immunization, enrollment packet, enrollment fee, tuition deposit and financial paperwork. The Business Manager requires that all families entering into our program resolve all outstanding debts with the Center before enrolling. No slots will be held for children until they are ready to enter the program. When a child on the wait list is not ready to start for one reason or the other, the Enrollment Specialist will move to the next child on the list. Please remember that being on the wait list or filling out an enrollment packet does not guarantee child care on the date you request it. If we can not meet your needs on your requested date, your child's name will remain on our waitlist (and automatically move up through the Programs) until an age / ability appropriate spot is available.

Although **we typically do not call families on the waiting list unless there is an opening**, from time to time we may contact you to see if your needs have changed since your initial application (even if a spot is not currently available) so we can keep an accurate waiting list.

If you have any questions in completing the wait list application or would like to update your contact information or need to change your schedule requested, or just to check on your waiting list status please don't hesitate to call 422-8223 or email me at acole@communitycampus.org.

Sincerely,

A handwritten signature in black ink that reads "Amie Cole". The signature is written in a cursive, flowing style.

Amie Cole
Office Manager & Enrollment Specialist