***WAITLIST FORM FOR CHILDCARE***

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_      Referred by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Information:**

 First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Apt./Suite No.: \_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Province: \_\_\_\_\_\_\_\_Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Information**

Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone # :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Phone # :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone # : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bus. Phone # :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bus. Phone # :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Desired Enrollment Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Waitlist Policy**

***How our childcare waitlist works:***

Our centre operates at capacity all year round and we also keep an extensive waitlist.

Therefore, it is advised to put your child’s name on the watlist as early as possible.

Licensing requirements limit the age and number of children we can have in any classroom. We recommend that you research childcare options other than our centre, in the event that we are unable to accommodate you.

***If you choose to join our waitlist:***

Step 1: Please obtain enrollment forms.

Step 2: Once the form in received, your child will be added to the waitlist according to the date the forms were received and your child’s birthday.

Step 3: If there are any changes to your contact information please notify our centre right away.

Step 4: Please contact our centre once a year to confirm that you would like your child’s name to remain on our waitlist. We annually review our list and remove names of those who have not been in contact with our centre. Also, parents are encouraged to contact our centre directly to find out where their child is on our waitlist.

Step 5: We are pleased to offer tours of our centre. We encourage you to take advantage of this opportunity and an appointment is necessary.

Step 6: A deposit will only be charged once a child is offered a secured spot within our centre.

***Declining a Space:***

We understand that the offer of a childcare space might now come at a time that works for the family. The first time a space is declined, we will keep the child’s name on the waitlist in the sae order if requested. If a space is declined a second time, the child’s name will be moved to the bottom of the list. After the third refusal the child’s name will be removed from the waitlist all together.