



## WAITLIST FORM FOR CHILDCARE

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

### Child Information:

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

Birth Date: \_\_\_\_\_ Child's Gender: Male Female

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone : \_\_\_\_\_ Email: \_\_\_\_\_

### Parent/Guardian Information:

Mother's Name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

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

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

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

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

### Days of Interest (circle all that apply):

Monday

Tuesday

Wednesday

Thursday

Friday

Full Day OR Half Day

Does your child attend school?

Which one?

Please indicate care required (before school/after school/both before and after?)

Would you like to book a tour at this time? Please suggest some dates that would work for you, and we can get back to you with confirmation...if you already have a tour date booked, please disregard.

Additional Notes:

### **Admission Process and Wait List**

There is no charge for placing your child on our wait list.

A tour of our facility should be scheduled with the Director.

Children are enrolled into Aunty's Place Early Learning & Child Care Center, as per que, in accordance, to the date of submission, on the waitlist application, and receipt confirmed.

### **Please see below for a full list of priorities**

\*\*\*Please note waitlist priority is based on the following:

1. Siblings currently enrolled
2. Child/Family member of Staff
3. Date of Submission and confirmation of receipt of the Wait List Form
4. For the School-Age children, the priority of placement, will first go to any currently enrolled senior Kindergarten student, priority will be based on first enrolled. (ex. Johnny started as a Toddler in 2012, Becky as a Preschooler in 2013; Johnny receives 1st available space for the school-age.)

The final placement of each child, however, is individual, and based on the developmental stage and needs of the child, within our facility.

All Wait List Forms (Initial Childcare Placement Request) are kept in the Wait List Binder in the office so progression on wait list can easily be reported but names of the children and family privacy protected.