To prospective parents and children of **[Daycare Center Name]**

Thank you for your interest in adding your name to our waiting list.

# How Our Waitlist Process Works

1. Call or email our center to add your name to the waiting list. Please be aware that each age group at our center has its own individual waiting list.
2. Your position on the waiting list is determined by the day you call or send a message asking to be placed on our waitlist.
3. Provide the required information for your file to be considered for the waitlist.
4. Plan your expected start month accordingly, including the earliest start month you will consider. If you wish to start in April but would consider starting in February if space becomes available before then, please let us know.
5. For any changes relating to the contact information provided on our waiting-list form, please contact the center to keep your file up to date.
6. You may also call at any time to change your waitlist information without facing any penalties, such as moving your child from the infant waitlist to the toddler waitlist.
7. We do not require you to be on our waitlist for a specified length of time to be offered a daycare space.
8. You will remain on our center's list unless you specifically call to ask us to remove you

# Policy on the Availability of Center Space

1. Vacancies within our center are created only when a child or family leaves our center. While there is no set time-frame, the period from July to September has the most potential for possible openings.
2. Spaces can become available at any time during the year or at any point in the month.
3. Our policy for center withdrawal is 1 month's notice to parents and children. Once the withdrawal is confirmed in writing, we can begin to fin
4. d another family to fill the vacancy.
5. We can contact potential families 4 to 6 weeks before any given space becomes available.
6. A supervisor at the center will call all families that are eligible to start in their prospective age groups.
7. We will contact all parents waiting for a particular month when spaces become available. If the month you specified for enrollment has already passed, your child will still be offered a space as long as they fall within the age group of the program requested.
8. Families called on the waiting list are given a specified time-frame to return the call. They must call back within this time-frame to continue their interest in the vacancy.
9. Failure to call back within the time-frame will result in forfeiture of your space and we will move on to the next name on the list.
10. If you no longer wish to join our center in the vacant space, the family with the highest seniority date will have the first official refusal of the available space upon calling our center back in the given time-frame.
11. If you are called for a space and do not wish to take it at that point in time, your place on the waiting list will remain the same

# Policy on Securing a Daycare Space

1. Upon receiving an official space offer, if you wish to accept it, we require a 1-week deposit of the child's fee.
2. We will apply this deposit to your child’s last month of care, as long as you provide adequate notice.
3. Any child accepted into our center will be required to pay a $30 registration fee.
4. We will contact all families that express continued interest in a space and are not successful to let them know that another family has filled the space.
5. In the event that a child is offered a space in a particular age group, we will let you know whether they are likely to move to the next age group, such as an infant to toddler transition. While space may not be readily available, we will let you know if and when they may be able to move.