

## Wait-List Policy & Enrollment Form

Thank you for considering First Steps Child Care. The purpose of this page is to provide basic information regarding our waiting list. Please call (507)282-5437 to schedule a tour or make any inquiries so that we can meet with you to discuss your individual needs. Below is a description of our waiting list procedures and policies.

The minimum age at which a child may enroll at First Steps is 6 weeks. A child on the waiting list is eligible for two opportunities to enroll after the age of 6 weeks. If a child is offered a space and the family turns it down, the child is entitled to retain his/her place on the waiting list for a second offer. Should the family turn down the second offer of enrollment, the child will be removed from the waiting list and the family must reapply for a place at the end of the priority list. All families should anticipate the possibility of being offered enrollment prior to their desired date of enrollment. If enrollment is offered prior to a family's desired date of enrollment, and the family accepts such an offer earlier than anticipated, full tuition must be paid from the communicated start date. More specifically, if a family desiring to enroll an infant reaches the top of the waiting list when a space becomes available, but before the child is 6 weeks of age, as stated above, the family may be offered the opportunity to secure space by paying full tuition throughout the duration of the time before the child is eligible for care. Such an offer, if refused, will not count against the family's two opportunities to accept an offer of space at First Steps after the child reaches 6 weeks of age; however, First Steps cannot guarantee when another space may become available to offer.

Upon being offered a space, you have two business days to either accept or decline, and such a response must be in writing. Upon acceptance of a space at First Steps, a \$100 enrollment fee and first 2 week's tuition in the classroom in which your child is enrolling, must be paid within three business days in order to secure the slot. Should you change your mind regarding enrollment in the Center prior to your child's start date enrollment fee and first week's tuition will not be refunded.

Please feel free to contact us with any questions or concerns not addressed above.

Child's Name: \_\_\_\_\_ D. O. B \_\_\_\_\_ Desired Start Date: \_\_\_\_\_

Schedule: M \_\_\_\_\_, Tu \_\_\_\_\_, W \_\_\_\_\_, Th \_\_\_\_\_ Fr \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Ph. Number \_\_\_\_\_

E-mail address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Ph. Number \_\_\_\_\_

E-mail address: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

First Attempt:

Second Attempt: