



Puzzles

Child Care to Fit Your Family

Waitlist Form

Today's Date:		
Child's Name:		Male / Female
Child's Birthday:		

Parent Name:	Parent Name:
Email Address:	Email Address:
City/Province of Residence:	City/Province of Residence:
Cell Phone: Home Phone:	Cell Phone: Home Phone
Employed at:	Employed at:
Please share your anticipated child care needs so we can best plan for your family:	
Number of days per week?	Which days of the week?
Arrival time?	Departure time?
Any other information to share?	When would you like to start child care?

Important Note to Families

Wait List Policy

To ensure fair and equal access the following policies will be observed:

- 1) Please note that unborn children are not accepted onto the waitlist, parents must wait until their child is born before registering them.
- 2) Full time & part-time child care spaces are available for children aged 12 months through 5 years.
- 3) Names go on the waitlist in the order they are received – according to the date of registration.
- 4) Positions are offered as they become available. If you fail to respond to an offer, we will accept this as a decline.
- 5) If a family passes on a position, the Managing Director will move to the next name on the list. The family will be offered another position when it becomes available. If the family declines on the second offer their child will be moved to the bottom of the waitlist for their age group.
- 6) The waitlist policy may change at any time as the needs of the Centre change.

- 7) **If you accept a position, the \$50 registration fee and half-month, payment must be paid within 48hrs of acceptance or we will offer the position to the next on the list.**

Parent Signature: _____ Date: _____