

# Children's Education Center

## Wait List Procedure Policy

If an application is received and classroom space for enrollment is not available, the child's name may be placed on the waiting list. Enrollment eligibility is determined by availability of classroom space, date of application and priorities below. Placing a child on the waiting list does not guarantee enrollment.

The Children's Education Center enrolls children using the following priority categories:

1. Children of The Climbing Tree/Christ Church Preschool staff.
2. Children of the Christ Church United Church staff.
3. Siblings of children currently enrolled at The Climbing Tree or Christ Church Preschool.

When a name on the waiting list becomes eligible for enrollment, the parents will be notified. Once the space is accepted, written confirmation, a non-refundable registration fee and registration form must be remitted to The Children's Education Center office within 48 hours. Parents will be permitted a two-week period to make arrangements for their child's first day of attendance.

If a parent is not ready for the child to be enrolled but wishes to reserve the space, tuition must be paid for each month prior to actual enrollment. The space will not be held without payment of monthly tuition.

Parents are requested to notify The Children's Education Center in writing when they wish to remove their child's name from the waiting list. Please inform us if your contact information changes.

**Please submit application to: [aharmon@cc-um.org](mailto:aharmon@cc-um.org) or fax to 1-866-345-3577**



# Children's Education Center Wait List Application



Desired date of enrollment: \_\_\_\_\_

Program:

<input type="checkbox"/> <b>CCP (9am-2pm)</b> <input type="checkbox"/> Full Time (Mon-Fri) <input type="checkbox"/> Part Time (2-4 days a week)	<input type="checkbox"/> <b>TCT (6:30am-6:15pm)</b> <input type="checkbox"/> Full Time (Mon-Fri) <input type="checkbox"/> Mon/Wed/Fri <input type="checkbox"/> Tues/Thurs
---	--

Child's Name (if known): \_\_\_\_\_  
(First) (Middle) (Last)

Date of Birth: \_\_\_\_\_ OR Due Date: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address : \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address : \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Whom should we contact when a place becomes available? \_\_\_\_\_ Mother \_\_\_\_\_ Father

Are you a member of Christ Church United Methodist? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does this child have a sibling currently enrolled at TCT or CCP? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this child currently enrolled at The Children's Education Center? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read and understand the attached Enrollment Procedure Policy:

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)