

## Wait List Policy

### A&M UMC Weekday School

After completing a tour of the Weekday School, you are welcome to join our wait list.

A&M UMC Weekday School maintains a wait list to assist us in filling spaces when they arise. There is a \$50.00 fee for joining our wait list to cover associated administrative costs. While families are placed on the list in order of the date we receive their application and wait list fee, priority for openings is given to the following:

1. Children of Full-Time employees of A&M UMC Weekday School
2. Children of Part-Time\* employees and Full-Time employees of A&M United Methodist Church
3. Siblings of currently enrolled students at A&M UMC Weekday School
4. Children of members of A&M United Methodist Church
5. Wait List application date

We give families 24 hours to respond when offering a space, before moving on to the next family on the wait list. **Please make sure you have accurate phone numbers and email addresses on file so that you will not miss out on an enrollment opportunity.**

On your wait list form, it is best to list the earliest possible time that you would be able/willing to start care at A&M UMC Weekday School, and we encourage you to call us any time your anticipated needs change. Please check in with us about two months prior to the date you've indicated you want space. If we haven't had a space to offer (or if you have declined available spaces) your wait list status will expire one year from your registration date – unless you contact us to request staying on the list for future openings at no additional fee. The center does not guarantee entry when placing families on the wait list.

\*20 hours or more a week

A&M United Methodist Church Weekday School  
**Waiting List Form**

Parent/Guardian Name (first & last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Child's Name (first & last): \_\_\_\_\_ Current age: \_\_\_\_\_

Birthdate (mm/dd/yy): \_\_\_\_\_ Due Date (mm/dd/yy): \_\_\_\_\_

\*Requested Enrollment Date (mm/dd/yy): \_\_\_\_\_

(A \$50.00 Application Fee/Waiting List Fee must be submitted with this Application.)

**It is the parent's responsibility to call and update above information.**

\*This does not guarantee that a space will be available for your child by the date specified. It helps us better understand your needs. We strongly recommend that parents have a back up plan for childcare in case a space is not available by the requested enrollment date. If a vacancy becomes available prior to your requested enrollment date and your child is next on the waiting list, you will be given an opportunity to accept or decline this early enrollment opportunity:

- If you choose to accept this early enrollment opportunity, tuition will begin on the vacancy date, regardless of when your child starts attending.
- If declined, your child will remain on the waiting list and his/her new projected enrollment date may be undetermined. We will then continue our efforts to fill this current opening by contacting the parents of the next child on the waiting list.

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FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Initials: \_\_\_\_\_

Copied: \_\_\_\_\_ Check #: \_\_\_\_\_

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