



## Orchard Grove Nursery WAITLIST

Admin Use Only

Initial Review Date: \_\_\_\_\_

Follow up Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Sibling enrolled at Centre: \_\_\_\_\_

Parent/Guardian 1: \_\_\_\_\_ Parent/Guardian 2: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Best contact # \_\_\_\_\_ Alternate Contact #: \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB MM/DD/YY \_\_\_\_\_ Gender: \_\_\_\_\_

Email: \_\_\_\_\_

**Desired Start Date: MM/YY** \_\_\_\_\_

### **ENROLLMENT PROGRAM: (Check Applicable)**

Toddler \_\_\_\_\_ Preschool \_\_\_\_\_ Before & After School Program \_\_\_\_\_

Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ ½ Day \_\_\_\_\_

WHICH DAYS: Mon: \_\_\_ Tues: \_\_\_ Wed: \_\_\_ Thurs: \_\_\_ Fri: \_\_\_

### Waitlist Policy

**There is no fee to have your child placed on our waitlist.**

Children will be accepted into the program on a first come first serve basis when spots become available in the required age group. Priority is established by the date the application was received, however siblings of children currently registered in our program will be given priority.

When a space becomes available, the family at the top of the waitlist form will be contacted to discuss their current needs, if the family accepts we move to the next steps. If the family for any reason declines the spot available we will offer the spot to the next family on the list. Any family that declines a spot can remain on the list in the same sequence and moved to another desired start date unless they request to be removed from the waiting list.

Any and all information submitted on the waitlist is kept personal and confidential at all times.

Parents are welcome to call the office for an update of their child's status of waitlist at any time. The centre Supervisor calls on families **8 weeks** prior to desired start date to update the parents on current enrollments at the centre.

Receipts can be given in writing upon request.