

St. Peter's Child Care and Preschool Waitlist Policy

To prospective parents and children of St. Peter's Child Care Center:
Thank you for your interest in adding your name to our waiting list.

How Our Waitlist Process Works:

1. Call or email our center to start the process to add your name to the waiting list. Please be aware that each age group may require a separate waiting list.
2. Your position on the waiting list is determined by the day we receive the enrollment forms and Registration fee..
3. Please contact the center to update or change contact information.
4. We do not require you to be on our waitlist for a specified length of time.
5. You will remain on our center's list unless you specifically call to ask us to remove you.

Policy on the Availability of Center Space:

1. Vacancies within our center are created only when a child or family leaves our center.
2. Spaces can become available at any time during the year or at any point in the month.
3. Our policy for center withdrawal is 3 weeks notice. Once the withdrawal is confirmed in writing, we begin to fill the vacancy.
4. We will contact potential families as early as possible as space becomes available.
5. If the start date you requested has already passed, your child will remain on the waitlist until space is available.
6. Families called on the waiting list are given a specified time-frame to return the call.
7. Failure to call back within the time-frame will result in forfeiture of your space and we will move on to the next name on the list.
8. If you are called for a space and do not wish to take it at that point in time, your place on the waiting list will remain the same.

Policy on Securing a Daycare Space:

1. Upon receiving an official space offer, if you wish to accept it, we require a 1-week deposit of the child's fee.
2. We will apply this deposit to your child's last month of care, as long as you provide adequate notice.

St. Peter's Child Care & Preschool Waitlist Form

Child's Information

Full Name: _____

Birthdate or Due Date: _____

Child's Home Address: _____

Name of Sibling/s (if applicable): _____

Date of Birth: _____

Childcare Preference Information

Desired Start Date: _____

Please check days of attendance requested:

Monday Tuesday Wednesday Thursday Friday

Please list approximate hours needed: _____

Contact Information for Parent(s)/Legal Guardian(s)

Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Name: _____

Relationship to Child: _____

Phone Number: _____

Email Address: _____

Please read our Daycare Waitlist Policy for further information