



**Waiting List Application**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Preferred date to start: \_\_\_\_\_ Age at that time: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

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

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

**Early Learning Centre only:**

Full Time: \_\_\_\_\_ Part Time: Mon/Wed/Fri \_\_\_\_\_ Tues/Thurs \_\_\_\_\_

Location: \_\_\_\_\_

**School Age Programs only:**

Before: \_\_\_\_\_ After: \_\_\_\_\_ Before and After: \_\_\_\_\_

Location: \_\_\_\_\_

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A child's name will be added to the waitlist once a completed form is returned and a tour of the centre has been completed. The Waiting List Application form will be dated once both the tour and the form have been completed.

The Village Children's Programs will try to meet family's requests for specific start dates. Unfortunately, due to the number of children on the Wait List and space limitations, start dates cannot be guaranteed. By submitting this form and completing the tour you have secured your child's name on the Wait List but have not guaranteed enrollment into the program. In the event that a space becomes available that meets your families criteria and the age requirements of The Village you will be contacted.

When a space becomes available, parents submit the first two weeks fees plus the registration fee in order to hold the space. These fees are non-refundable. An outline of our Policies and Procedures are available online at [www.thevillagechildcare.ca](http://www.thevillagechildcare.ca) in our Parent Handbook and Policy Manual. A hard copy can be provided to you upon request free of charge.

Parents signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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A copy of this completed form will be provided to the parent.

08/16

Office use only:

Code# \_\_\_\_\_