

# Waiting List Form



Thank you for your interest in Children's Center of Walkersville! Once we receive this form completed in full your child will be placed on our waiting list. You will receive an email confirmation verifying that you are now on the waiting list. If you do not receive a verification email within 72 hours, please let us know so that we can ensure you are on the waiting list.

## Child Information:

\_\_\_\_\_  
First & Last Name

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

## Primary Caregiver:

\_\_\_\_\_  
First & Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Work Phone

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

## Preschool Only:

Preschool is from 9am-12pm and follows FCPS calendar for holidays, closures and inclement weather.

- 5-day schedule (Mon-Fri)     3-day schedule (Mon, Wed, Fri)     2-day schedule (Tu, Th)

## Child Care:

	<i>Example</i>	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off*	7:30am					
Pick Up**	5:00pm					

\*Drop off hours: 6:30am-9am on the half hour to minimize program disruption.

\*\*Pick up hours: 12pm, 1pm, 3pm-6pm on the half hour to minimize program disruption.

## Check here if your schedule is flexible (for example, you want M/W/F but only Tu/Th is available).

Your child will automatically be moved up in age groups as they increase in age. We will contact you when an appropriate space is available. At that time, you will be given 48 hours to return a completed Registration Form and pay the Registration Fee to guarantee your spot. If we do not hear from you within the 48 hours, your spot will be offered to the next family seeking care.

If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.

Please let us know if you find alternative care and would like your name removed from our list. It might help someone else get the care they need sooner.

\_\_\_\_\_  
Primary Caregiver Signature

\_\_\_\_\_  
Date