



## CHILD CARE WAITLIST FORM

Dear Prospective family,

Thank you for inquiring at Kids Co.! We are excited for your interested in Kids Co. and look forward to serving your family soon. Please read through the entirety of this document and fill out the required information below.

### Fall 2020 Update due to COVID-19:

Due to the current uncertainty of COVID-19, Kids Co. is currently pausing enrollment for Fall 2020. Families submitting waitlist forms will be automatically added to their center's waitlist and program managers will reach out as soon as space becomes available for the 2020-2021 school year.

### Waitlist conditions and expectations:

- All children must be at least three years old by the desired start date
- All children must be fully potty trained by the desired start date. Kids Co. is not licensed for any diapering or pull ups at the center at any time throughout the day, including rest time.
- All waitlist registrants are accepted on a first come, first serve basis.
- Siblings of children currently enrolled in Kids Co. childcare programs (before, after or preschool) will receive priority on the waitlist.
- Families will be added to the waitlist on the day the **fully completed waitlist form** is submitted to program manager.
- Families will be contacted via email when space opens up in the program. Kids Co. will contact families as soon as one day on their desired schedule becomes available. **Families will have 3 business days to respond.** If there is no response, Kids Co. will move on to the next family on the waitlist.
- Families can enroll in the program and remain on the waitlist for the other days of care they might need.
- If families choose to wait until their full desired schedule is available, Kids Co. will keep that family on the waitlist.

Please submit completed forms to location's program manager. Location contact Information can be found at [www.kidscompany.org](http://www.kidscompany.org).

### Kids Co. at Graham Hill Preschool 7am-6pm daily

I would like my child to attend the following days:

Monday     Tuesday     Wednesday     Thursday     Friday

Parent/Guardian Name 1: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Parent/Guardian Name 2: \_\_\_\_\_ PhoneNumber: \_\_\_\_\_

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

***By signing below you are acknowledging that your child has been added to the waitlist for the desired Kids Co. center. Your child(ren) are not enrolled in Kids Co. until you have been invited to complete all required enrollment information for the registration process.***

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admin Use Only:

Date Received:

Admin Initials: