

Epworth Day School Waitlist Application

**WE ARE UNABLE TO GUARANTEE SPOTS FOR THE SPECIFIED DATE THAT YOU NEED CARE. SPOTS BECOME AVAILABLE WHEN WE TRANSITION ENROLLED CHILDREN TO THE NEXT CLASSROOM OR IF A CHILD WITHDRAWS. TRANSITIONING IS DETERMINED BY BIRTH DATE, DEVELOPMENTAL READINESS, AND AVAILABILITY IN THE FOLLOWING CLASSROOM. IT IS YOUR RESPONSIBILITY TO CONTACT US EVERY MONTH WITH YOUR CONTINUED INTEREST.*

Application Date: _____

Parent/guardian name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Cell phone: _____

Place of employment: _____ Work phone: _____

Email address: _____

Child information

Name: _____ Gender: _____ Birth/or due date: _____

Date care is needed: _____, willing to start early: Yes ____ No ____

Classroom: _____

Has your child attended a daycare before? _____

Is your child potty-trained? _____

How did you hear about Epworth Day School? _____

* By signing below, I understand the statement above. (E-sign if emailed)

Parent's Signature

Date

Office Use Only: Tour Date: _____

Epworth Wait List Policy

Epworth Day School is unable to guarantee spots for the specified date that you need care. Vacancies become available when children transition to another classroom or a child withdraws from EDS. Transition to another classroom is determined by birth date, developmental readiness and availability in the following classroom.

All information on the application must be completed by a parent before a child is placed on one of our wait lists. The school complies three different waitlists for each classroom and families are offered a spot in the following order:

1. Families who already have another child enrolled in the school.
2. Families who are returning to the school.
3. Families from the general public

It is the parent's responsibility to notify the office once a month that they wish to remain on the list. If the school does not receive notification after two months, the child will be removed from the list.

The order in which a family is placed on the waitlists is determined by the application date. Therefore, if two families have the same "wish date for care" in the same classroom, the date of their individual application will determine which family is offered a spot first.

An appointment for a classroom tour can be set up by the school receptionist at the time of the application or any time prior to being offered a spot. Tour times are determined by the availability of the Lead Teacher so that she may focus on introducing the room to you and answering your questions.

When a family is offered a spot, the parent or guardian will have 48 hours to accept or reject the spot. If a parent turns down a spot, the child will be moved to the bottom of their list. If there are no other families on that list, the office will move onto the next list.

Parent or Guardian's Signature

Date