

**MORLEY EXTENDED DAY CARE, INC.**

77 Bretton Rd.

West Hartford, CT 06119

860-232-5336 \*\*\* [morleyextended@sbcglobal.net](mailto:morleyextended@sbcglobal.net)

**WAITING LIST APPLICATION**

Thank you for your interest in Morley Extended Day Care, Inc.

In order to place your child's name on MEDC's Waiting List, please:

- Complete the *Application* (Please PRINT or TYPE) and return it to the address listed above
- Review the enclosed *Waiting List Policy* and *Enrollment Policy*
- Sign the *Statement of Understanding* and return it with the *Application*  
(The Application will not be accepted if the Statement is not signed.)

CHILD'S NAME \_\_\_\_\_

CHILD'S ADDRESS \_\_\_\_\_

CHILD'S DATE OF BIRTH \_\_\_\_\_

MEDC ENTRY DATE \_\_\_\_\_

(IE: September, 2011)

PARENT/GUARDIAN NAME \_\_\_\_\_

PARENT/GUARDIAN ADDRESS (if different from child's) \_\_\_\_\_

PARENT/GUARDIAN DAYTIME PHONE NUMBER \_\_\_\_\_

PARENT/GUARDIAN E-MAIL ADDRESS \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

PARENT/GUARDIAN ADDRESS (if different from child's) \_\_\_\_\_

PARENT/GUARDIAN DAYTIME PHONE NUMBER \_\_\_\_\_

PARENT/GUARDIAN E-MAIL ADDRESS \_\_\_\_\_

**SESSIONS REQUESTED (please circle each session that you anticipate needing):**

Monday	AM	PM	<i>Hours:</i>
Tuesday	AM	PM	<i>AM: 7:15-8:35</i>
Wednesday	AM	PM	<i>PM (M,T,TH,F): 3:20-6:00</i>
Thursday	AM	PM	<i>(W): 2:00-6:00</i>
Friday	AM	PM	

If any of the contact information noted above changes between now and the time that your child will be registered, it is your responsibility to notify the MEDC office (in writing). \*\*\*MEDC cannot assume responsibility for failing to reach you if you have not notified us of changes to the contact information you provided.

**Morley Extended Day Care, Inc.**  
**STATEMENT OF UNDERSTANDING**  
**Regarding the WAITING LIST and ENROLLMENT POLICIES**

I understand and acknowledge that:

- enrollment at Morley Extended Day Care is limited.
- enrollment is not guaranteed by my having placed my child's name on the Waiting List.
- I have read and understood the Waiting List and Enrollment policies included with this Application.
- the contact information listed on the Application is correct. I understand that I am responsible for notifying the MEDC office (in writing) of any changes to my contact information.
- when contacted by the Director, I must accept or reject spaces that are offered within a clearly-stated time frame. Failure to do so will result in my child's name being removed from the Waiting List.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent's Name (PRINTED): \_\_\_\_\_

**\*\*\*This signed Statement of Understanding must accompany the Application in order for a child's name to be placed on the waiting list.**

**\*\*\*The MEDC Director will confirm receipt of the Application and the Statement of Understanding via e-mail.**

# WAITING LIST POLICY

Adopted October 12, 2010

- It is the responsibility of the parent to submit the **WAITING LIST APPLICATION** in order to place a child's name on the waiting list.
- Enrollment is limited and spaces are filled on a first come, first served basis. Placing a child's name on the waiting list does not guarantee that the child will be enrolled for the spaces requested.
- Spaces will be offered in the order in which the child's name was placed on the waiting list. Parents must respond to the offer within a specified time period, or the space will be forfeited.
- The parent is not obligated to accept the spaces that are offered. If a space is refused, it will be offered to the next person on the list.
- If a parent chooses to reserve a space, the **Enrollment Contract and deposit** must be returned within a designated time period, or the space will be forfeited.
- Upon receipt of the Enrollment Contract and deposit, the child will be enrolled.

## PROCEDURE FOR PLACING A CHILD'S NAME ON THE WAITING LIST:

In order to place a child's name on the waiting list, the parent/guardian must contact the MEDC office at 860-232-5336. A **WAITING LIST APPLICATION** will be e-mailed to the parent. The parent will provide the following information\*\*\*:

- Child's name; parent's name(s)
- Home address(es)
- Daytime telephone number(s)
- E-mail address(es)
- Days and sessions (before school, after school) requested
- Entry year

**\*\*\*It is the parent's responsibility to update contact information. MEDC is not responsible for reaching parents whose contact information is out-of-date or no longer valid.**

Included with the **Application** will be the **Waiting List Policy** and the **Enrollment Policy**. The parent/guardian must sign a **Statement of Understanding** regarding these policies. The application will not be accepted without a signed Statement of Understanding.

The child's name will be added to the waiting list when the application is received by the MEDC office. The parent will receive an e-mail confirming the child's placement on the Waiting List.

## REGISTRATION PROCEDURE FOR CHILDREN ON THE WAITING LIST:

In **January** before the September of anticipated enrollment, the Director will contact the parent or guardian via e-mail in order to:

1. Confirm that the parent is still interested in registering the child. If the parent is no longer interested, the child's name will be removed from the waiting list.
2. Inform the parent of:
  - the date that enrollment will be open to children on the waiting list
  - the time frame during which the parent should expect to hear from the Director

In **April and May** prior to September enrollment:

1. Currently-enrolled families will have a priority period during which to register their children. After the priority deadline, remaining spaces will be filled by children whose names are on the waiting list.
2. Enrollment is limited. Available spaces will be filled on a first-come, first-served basis. *\*\*\*There is no guarantee that MEDC will be able to meet enrollment requests.*
3. Parents will be contacted in the order in which their children's names were placed on the waiting list.
4. If the Director is not able to reach the parent directly and must leave a voicemail message or e-mail, *available space will be held for a designated (brief) period of time.* If the Director's call and/or email is not answered within the stated time frame, the space will be forfeited and the child's name will be removed from the waiting list.
5. Parents are not obligated to accept the spaces that are offered.

If the offered space is accepted by the parent:

1. The **Enrollment Contract** will be e-mailed to the parent within one business day.
2. The **Contract and deposit** must be returned within five business days in order to secure the child's registration. *If not received within that time, the space will be forfeited.*
3. Upon receipt of the contract and deposit, the Director will confirm receipt via e-mail and will forward the forms (**Enrollment, Emergency, Health Record**) that must be on-file before the child attends MEDC. These forms must be completed and returned by a designated date; *the child will not be permitted to attend MEDC until all paperwork has been processed.*
4. A parent or guardian must meet with the Director prior to the child's first day of attendance at MEDC in order to review the child's paperwork and important MEDC policies.

### FAMILIES WHOSE CHILDREN HAVE BEEN ON THE WAITING LIST MUST UNDERSTAND THAT:

- Enrollment is not guaranteed.
- Our maximum enrollment is determined by the Childcare Licensing Unit of the CT Department of Public Health. We can fill only the spaces made available by students who are graduating from or leaving our program.
- Initially, we might be able to offer some, but not all, of the sessions you require. You then have the option of accepting what we are able to offer and remaining on the waiting list for other spaces to open up. Doing so would give you priority as a 'currently enrolled family' in the event that spaces become available.
- You are encouraged to prepare a backup plan for child care in the event that MEDC is not able to accommodate all of your needs right away.

**Morley Extended Day Care, Inc.**  
**ENROLLMENT POLICY**

**CURRENTLY-ENROLLED FAMILIES:**

Currently-enrolled children and their siblings may be registered for the upcoming school year upon receipt of the **Enrollment Contract** and the **MEDC Handbook of Policies and Procedures**, which are distributed in April. Currently-enrolled families may register their children before enrollment is open to the public. **Space is LIMITED, spaces are reserved on a first-come, first-served basis, and there is no guarantee of enrollment based on the child's current enrollment status.**

A parent/guardian is required to sign a **Statement of Understanding** (at the bottom of the Enrollment Contract) acknowledging receipt of the Handbook and stating that you have read and understood MEDC's policies and procedures, including the Behavior Management policy. The contract will not be accepted and children will not be registered until the Statement of Understanding is signed.

**WAITING LIST FAMILIES:**

After a clearly-stated date in May, registration will be open to families on the waiting list, and remaining spaces will be filled on a first come, first-served basis. *\*\*\*There is no guarantee that MEDC will be able to honor the enrollment requests of children on the Waiting List.*

Parents will be contacted in the order in which their children's names were placed on the waiting list. If a parent can't be reached by phone, an e-mail will be sent. If the Director is not able to reach the parent directly and must leave a voicemail message or e-mail, the parent will be *required to respond within a designated period of time*. If the Director's call and/or email is not answered within that time frame, the space will be forfeited and the child's name will be removed from the waiting list.

It is a pre-requisite that a parent or guardian must meet with the Director prior to the child's first day of attendance at MEDC in order to review the child's paperwork and important MEDC policies. Newly-enrolled families will receive the **MEDC Handbook of Policies and Procedures** during that Orientation. The parent will sign a **Statement of Understanding** acknowledging receipt of the Handbook and stating that you and the Director have reviewed MEDC's policies and procedures, including the Behavior Management policy. Children will not be permitted to attend MEDC until all paperwork is on-file, the parent and Director have met, and the Statement of Understanding has been signed.

**SCHEDULE COMMITMENT / FINANCIAL COMMITMENT:**

Parents are bound to the **schedule** to which they commit on the Enrollment Contract, as well as to the **financial obligation** associated with that schedule. Schedules may be changed with one month's written notice if space is available. Children may be withdrawn from any days that have been reserved with one month's written notice; the parent remains responsible for that month's tuition.

Payment of one month's tuition must accompany the Enrollment Contract as a **non-refundable deposit** which secures your child's space. The deposit will be applied to September tuition.