



## Wait List Procedure Policy

If an application is received and classroom space for enrollment is not available, the child's name may be placed on the waiting list. Enrollment eligibility is determined by availability of classroom space, date of application and priorities below. Placing a child on the waiting list does not guarantee enrollment.

The Climbing Tree enrolls children using the following priority categories:

1. Children of The Climbing Tree staff.
2. Children of the Christ Church United Church staff.
3. Siblings of children currently enrolled at The Climbing Tree.

When a name on the waiting list becomes eligible for enrollment, the parents will be notified. Once the space is accepted, written confirmation, a non-refundable registration fee and registration form must be remitted to The Climbing Tree office within 48 hours. Parents will be permitted a two-week period to make arrangements for their child's first day of attendance.

If a parent is not ready for the child to be enrolled but wishes to reserve the space, tuition must be paid for each month prior to actual enrollment. The space will not be held without payment of monthly tuition.

Parents are requested to notify The Climbing Tree in writing when they wish to remove their child's name from the waiting list. Please inform us if your contact information changes.

**Please submit application to: [aharmon@cc-um.org](mailto:aharmon@cc-um.org) or fax to 1-866-345-3577**



# The Climbing Tree Wait List Application

**Desired date of enrollment:** \_\_\_\_\_ **Full Day** \_\_\_\_\_ **Part Time: Mon/Wed/Fri** \_\_\_\_\_ **Tues/Thurs** \_\_\_\_\_

**Child's Name (if known):** \_\_\_\_\_  
(First) (Middle) (Last)

**Date of Birth:** \_\_\_\_\_ **OR** **Due Date:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address :** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Work Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_

**Father's Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address :** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Work Phone:** (\_\_\_\_) \_\_\_\_\_ **Cell Phone:** (\_\_\_\_) \_\_\_\_\_

**Whom should we contact when a place becomes available?** \_\_\_\_\_ Mother \_\_\_\_\_ Father

Are you a member of Christ Church United Methodist? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does this child have a sibling currently enrolled at The Climbing Tree? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this child currently enrolled at Christ Church Preschool? \_\_\_\_\_ Yes \_\_\_\_\_ No

**I have read and understand the attached Enrollment Procedure Policy:**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)