Waiting List Policy and Procedures

The school population is always in a state of flux - the numbers can never be predicted. Availability can vary widely year to year. If an opening becomes available for your child we will contact you using the phone number and/or e-mail you submit on the waiting list application. It is your responsibility to make sure we have up-to-date contact information. You will have 24 hours to notify the administrative staff that you are still interested in a position at First Academy Early Learning Center before we move on to the next family on the waiting list. At that time you must have your enrollment forms completed and ready to submit along with the registration fee to guarantee your spot.

To be placed on our waiting list:
• Complete the Waiting List Application**
• Include the Waiting List Fee: $100 (cash or check: made out to “FBNO”)
• Mail Form and Fee to:
  FBNO Early Learning Center
  5290 Canal Blvd.
  New Orleans, LA 70124
Or you may submit your application and fee in person at the address listed above.

Waiting List Fee:
• If you are offered a place at FBNO Early Learning Center and accept, the $100 wait list fee will be applied towards the $200 registration fee.
• If you are offered a place at FBNO Early Learning Center and decline, the $100 wait list fee is forfeited. NO EXCEPTIONS.
• If you wish to be removed from the wait list you must notify the administrative staff in writing at ewilliams@fbno.org before a placement is offered. Upon receipt of your withdrawal from our waiting list, you may request a refund of the wait list fee.

Admissions:
The ELC wait list considers priority of children in the following order:
1. Siblings of currently enrolled ELC Students and currently active members of First Baptist New Orleans.
2. All other applicants.

Some additional factors that must be considered for student placement include: date of application, timing of open availability, date of birth, development, special needs. Therefore, some decision-making may take place at the director’s discretion when determining student enrollment. It is highly suggested that prospective parents also apply to other preschools to ensure placement.

**Completion of an application does not guarantee placement at ELC.

REVISED March 2019
Waiting List Application

Child Information:
Child’s Full Name: __________________________________________ (anticipated) D.O.B:___________
Address: ________________________________________________ City/State:___________ Zip:_______
Home Phone: ________________ Gender (circle): M F

Parent/Guardian Information:
Parent/Guardian Name:_________________________ Relationship:_________________________
Employer:____________________________________________ Work Phone:________________________
Preferred E-mail: _______________________________ Cell phone:__________________________

Parent/Guardian Name:_________________________ Relationship:_________________________
Employer:____________________________________________ Work Phone:________________________
Preferred E-mail: _______________________________ Cell phone:__________________________

How did you hear about our school? ____________________________________________________________
Will this be your child’s first school experience? (circle): Y N
Is your child currently potty trained? (circle): Y N
Does your child have special needs?: __________________________________________________________
Is there any other information you feel we should know?: __________________________________________

Preferred Start Date:__________________________

I have read and understand the policies and procedures relating to the application, eligibility, vacancy notification, and waiting list process. I agree to abide by the policies and procedures as outlined.
Parent/Guardian Signature:____________________________________________ Date:_____________

FOR OFFICE USE ONLY
Application Date: ________________ Waiting list fee paid: □ Cash □ Check Check Number:_______
Removal Date: ____________________ Reason for removal: □ Enrolled □ Declined Spot □ Withdrew Applica-
Tour Date: ______________________ Signature of Administrative Staff: