



## 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](mailto: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: <input type="checkbox"/> Cash <input type="checkbox"/> Check Check Number: _____
Removal Date:	Reason for removal: <input type="checkbox"/> Enrolled <input type="checkbox"/> Declined Spot <input type="checkbox"/> Withdrew Applica-
Tour Date:	Signature of Administrative Staff: