



## WAITLIST FORM

REQUESTED START DATE: (Month/Year)

DATE RECEIVED (SIGNED BY PROGRAM SUPERVISOR)

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TYPE OF CHIDCARE:

<input type="checkbox"/> FULL TIME (5 DAYS/WEEK)	<input type="checkbox"/> 3 DAYS/WEEK	<input type="checkbox"/> 2 DAYS/WEEK
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Before and After School	

If part time, please specify which days of the week:

Monday    Tuesday    Wednesday    Thursday    Friday

CHILD/REN INFORMATION:

CHILD NAME:	CHILD DATE OF BIRTH:
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SIBLINGS:

CHILD(REN) NAME(S):
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PARENT INFORMATION:

PARENT 1 NAME:	PHONE:
EMAIL ADDRESS:	

PARENT 1 NAME:	PHONE:
EMAIL ADDRESS:	

PERMISSIONS AND ACKNOWLEDGEMENTS:

I/We Agree:

- \_\_\_\_\_ 1. The \$50.00 waitlist fee is a one-time non-refundable non-transferable fee.  
initial
- \_\_\_\_\_ 2. Being on the waitlist does not guarantee a spot.  
initial
- \_\_\_\_\_ 3. Priority is based on the date the form **and** \$50.00 waitlist fee per child has been received by the centre.  
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- \_\_\_\_\_ 4. It is the parent/guardian's responsibility to provide the centre with up-to-date contact information, as when it changes.  
initial
- \_\_\_\_\_ 5. When the centre contacts a family about an available spot, the family must respond within 48 hours to express interest in registering for the spot. Failure to do so will remove the family from the waitlist.  
initial
- \_\_\_\_\_ 6. To secure the spot, the non-refundable registration fee (\$100.00/child or \$150/family) and the non-refundable half-month fee is required. The half-month fee is applied to the first attended month.  
initial
- \_\_\_\_\_ 7. If a family is notified of an available spot and does not wish to take it at the time, their place on the waiting list remains the same. However, the family must respond within 48 hours of being notified of an available spot expressing interest on staying on the waitlist  
initial
- \_\_\_\_\_ 8. If a family has accepted the spot, but circumstances have changed the family is still responsible for the full payment of the first month, including the government grant and subsidy.  
initial



**MAHOGANY LEARNING CENTRE**  
**A DAYCARE WITH DISTINCTION**

- \_\_\_\_\_ 9. A family will remain on the waiting list unless: the family requests to be removed, if the family does not respond  
initial within the 48-hours of being notified of an available spot, or if the family does not respond within 48-hours of asking  
if the family wishes to remain on the waitlist.

**Part Time: (Only Applicable for Children Registering for Part-Time)**

- \_\_\_\_\_ 1. Part-time care means to select set days of the week (Monday – Friday) for the chosen part time care each month.  
initial
- \_\_\_\_\_ 2. Single day changes from the selected set days are not permitted. Selected set days which fall on statutory holidays or  
initial are unattended will not be compensated for.
- \_\_\_\_\_ 3. By selecting part-time, a spot will only become available if there is a paired set days. This may decrease my chances of  
initial having a spot made available.

By signing this agreement, parents/guardians agree to abide by the permissions and acknowledgements and policies of being on the waitlist.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed