

Dear Prospective Family:

Thank you for your interest in Kidzone. We look forward to welcoming you into our Kidzone family.

Kidzone maintains an ongoing wait list for new enrollments. Parents wishing to have their child’s name placed on the wait list for enrollment must complete the wait list form and return as soon as possible. You will be placed on our waitlist upon receipt of the completed wait list form. **Receipt of this form does not** **guarantee a spot for care on the date desired**. Our center is at capacity and start dates can be difficult to project. Open slots are filled on a first come, first serve basis **except** for the following priorities:

* Lake Michigan College students & staff receive first priority
* Children who are currently enrolled in our program receive priority for transitioning into an older classroom
* Siblings of children who are currently enrolled also receive priority

All required paperwork, including current immunizations and health appraisal, must be completed and a $55 enrollment fee must be paid before enrollment. When a family on the wait list is contacted regarding an opening, families have 48 hours to respond to the offer. If there is no response, your name will be moved to the bottom of the list, and we will move on to the next family on the list. Names will be removed from the wait list after the second contact with no response. Please remember that being on the wait list **does not guarantee enrollment on the date you requested**. If we cannot meet your needs for your requested date, your name will remain on our wait list (and automatically move up) until a spot is available.

Although **we typically do not call families on the wait list unless there is an opening**, from time to time we may contact you to see if your needs have changed (even if a spot is not currently available) so we can keep an accurate wait list. If you have any questions or need help completing this form, please do not hesitate to contact me at 269-927-6293 or by email at karla.pepple@kidzoneonline.com.

Sincerely,

Karla Pepple

Program Director

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**Kidzone Wait List Form**

**(Please Print)**

Parent/Guardian Name 1:

Phone #: Email:

Parent/Guardian Name 2:

Phone #: Email:

Child Name: Date of Birth:

Address:

**Kidzone Location:** Benton Harbor or South Haven (Please circle)

**Enrollment Type: Full Time/Part Time** **LMC STUDENT OR STAFF: YES/NO**

**Desired Start Date:**

**Projected Schedule (Days/Times):**

*\*\*By signing below, you are acknowledging that your child will be added to the wait list at Kidzone. Your child(ren) is not enrolled until you have been contacted regarding an opening and all the required paperwork and fees are taken care of.*

*Signature Date*