

## **Anthony's Bilingual Preschool Waiting List and Placement Reservation Form**

**Today's Date (mm/dd/yyyy)**

**Email**

**Parents' Last Name**

**Parents' First Name Address**

**City, State, Zip**

**Phone**

**Child's First Name** (separate multiple children with a comma)

**Child's Date of Birth** (separate multiple dates with a comma)

**Desired Enrollment Date (mm/dd/yyyy)**

**Days Needed**

**Hours Needed**

**Additional Comments:**

## *Reservation Placement Process*

Prior to your child's admission to **Anthony's Bilingual Preschool** or to hold a future place, an enrollment deposit, a registration fee and a holding fee must be paid. An enrollment deposit of \$80 is applied to the first week tuition. The registration fee is \$80. The place holding fee consists of ½ of the regular weekly tuition fee per month for up to 3 months. (***Rate sheet attached***) If you are part time or have designated days, or if you are full time. After 3 months, you will be charged 100% of the weekly tuition until the child attends our Preschool. **All the place holding fees are nonrefundable.**

## *Waiting List*

*Anthony's Bilingual Preschool* offers a waitlist application to all families without paying any fees. When a spot becomes available ABP will contact all families that are placed on the waiting list in the order that the application was received, prioritizing the families that already have one child currently attending our childcare. However, since there are some families that reserve a spot a couple months before a child attends, our waiting list-spots might not be available.

Please respond as soon as possible; although notification is sent according to position on the waiting list, interviews and virtual-tours will be scheduled in the order that responses are received. Families who do not reply within two weeks will be removed from the waiting list.

Generally, all interested families are interviewed before any decision is made, however in certain circumstances the opening may be offered to a family before all of the scheduled interviews are completed. To accept an opening, submit the enrollment fee, the registration fee and the monthly reservation fee. If the opening is declined or these items are not received within 24 hours the process will continue until the opening is filled.

## Child Care Waiting List Frequently Asked Questions

I know that being on a long waiting list can be frustrating, so I've put together these frequently asked questions and answers with the hope that this information will be helpful to you while you wait for a child care opening. Over the many years I've been in family childcare I've learned that family situations can change overnight, and a childcare opening can become available sooner than originally anticipated. Feel free to [contact me](#) at any time for a waiting list update, or if you

have any questions that were not answered here. Thank you for your patience!

## 1. How long is the waiting list?

The length of the waiting list varies, but it is generally longer for children under two years than for children over two years old. Anthony's Bilingual Preschool has a licensed capacity of up to eight children if all the children are two years old or older, however the number of children I can care for is reduced depending on how many children in a facility are under the age of two.

## 2. Will a part time opening be available sooner than full time?

Unfortunately, most of the time part time openings are rare because most children are enrolled on a full time basis. Often a part time work schedule requires a full time childcare schedule because of the number of days and hours that care is needed.

## 3. Can I stop in anytime and have a look around?

I'm happy to have you visit and take a tour of our facilities! However, in order to provide a safe and secure environment for the children in my care, as well as to avoid upsetting their daily routine I prefer that you make an appointment instead of just dropping in. Parents of enrolled children are welcome to drop in at any time, however grandparents and other family members must make an appointment beforehand.

## 4. If my child turns two will he/she go to the bottom of the list?

I maintain one central waiting list for the program. Your family's name is added to the list in the order of the original date of application. Your spot on the list will remain higher than families who have applied after you and lower than families who applied before you, regardless of your child's age.

## 5. Why was a family who applied after us

## offered a space first?

In some cases, a family who is lower on the list may be offered an opening before families that are higher on the list. Priority is given to siblings of currently enrolled children and families whose requested schedule most closely matches the available opening. For instance, a full time opening will be offered to the first family requesting a full time schedule.

## 6. Will we be told where we are on the list?

You are more than welcome to contact me at any time to see where you are on the waiting list. As much as I'd love to keep families updated on their specific position on the waiting list on a regular basis, I have to give the priority of my time attending to the children's needs before all else. The waiting list is frequently undergoing changes as families' jobs and living situations change, schedules change and preferred start dates are updated, plus other changes.

## 7. What if Grandma decides to watch our child instead?

If your child care needs to change in any way, I appreciate a quick email or phone call so I can keep the waiting list current. I send out periodic updates about anticipated childcare openings; replying to those emails is a great way to keep me updated on whether your needs have changed, or you can email me updates to your information any time.

## 8. What can we do to help get a spot sooner?

One of the most important things you can do is to start looking for care as soon as possible! Due to licensing ratios infant openings are especially hard to find so you should get on a waiting list right away - don't wait for your baby to be born before you start looking for care.

Requesting a full time opening may also help you obtain a spot sooner than requesting a part time position. If I know you would prefer a part time schedule I can look for another family to fill in the open spots in your schedule, but enrolling full time will guarantee your position.

## 9. Do you know any other center or childcare

## provider with openings?

As per professional policy, I don't recommend any other center or childcare provider, however our area child care resources [4C](#) or [Satellite](#) are a great help for finding accredited quality childcare.

## 10. I've applied to be on the waiting list, what happens next?

Unfortunately, there's nothing else to do except wait and send an email as often as you'd like to check the status of your position on the waiting list.

**RATE SHEET**

Rates at **Anthony's Bilingual Preschool**, effective 1/1/2020, are as follows:

**CURRENT FEES****Children 3 months – 2 ½ years of age**

|                                      |        |          |
|--------------------------------------|--------|----------|
| Full-time care (20 -40 hours / week) | \$ 350 | per week |
| Part-time care (10- 20 hours / week) | \$ 250 | per week |
| Part -time (1-10 hours per week)     | \$ 100 | per week |

**Children 2 ½ years - 4 years of age**

|                                            |        |          |
|--------------------------------------------|--------|----------|
| Full-time care (20 -40 hours / week)       | \$ 300 | per week |
| Part-time care (less than 20 hours / week) | \$ 200 | per week |
| Part part-time (1-10 hours per week)       | \$ 100 | per week |

**Children 4 years - 6 years of age**

|                                            |        |          |
|--------------------------------------------|--------|----------|
| Full-time care (20 -40 hours / week)       | \$ 250 | per week |
| Part-time care (less than 20 hours / week) | \$ 150 | per week |

**Children 6 years - 12 years of age**

|                                            |        |          |
|--------------------------------------------|--------|----------|
| Full-time care (20 -40 hours / week)       | \$ 220 | per week |
| Part-time care (less than 20 hours / week) | \$ 110 | per week |

|                                    |       |          |
|------------------------------------|-------|----------|
| <b>Hourly rate for extra hours</b> | \$ 10 | per hour |
|------------------------------------|-------|----------|

|                      |       |          |
|----------------------|-------|----------|
| <b>drop-in care.</b> | \$ 15 | per hour |
|----------------------|-------|----------|

|                                      |       |                          |
|--------------------------------------|-------|--------------------------|
| <b>Fee for late pick up of child</b> | \$ 10 | per 30 minutes per child |
|--------------------------------------|-------|--------------------------|

**Fee for late payment:** Fees are to be paid in advance on Monday first day child enrolled each week for the following week or weeks of services. If a payment is more than one day late, this fee will be charged for each day payment is not made: \$35 per day. If a portion of the fee will be paid by a third party, such as an employer or the county, that payment will be accepted on a separately arranged schedule, described on the contract.

**Fee for non-sufficient funds (NSF) or overdrafts:** You will be charged an additional fee of \$35 if your check does not clear the bank. The financial terms will be finalized upon signing of the parent-provider contract. If parent or legal guardian is under age 18, a cosigner must sign the contract to act as guarantor to the contract, and agree to be bound by all financial terms.

Families will receive a minimum of **two weeks'** notice when a rate increase is planned.