

# Sun Moon and Stars Learning Center

## Waiting List Form



Child's name: \_\_\_\_\_ Child's D.O.B: \_\_\_\_\_

Parent's name: A) \_\_\_\_\_ B) \_\_\_\_\_

Deposit Date: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_ Full Time/ Part Time: M/T/W/TH/F

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email #1 \_\_\_\_\_

Email #2 \_\_\_\_\_

Age of the child on estimated start date: \_\_\_\_\_

Groups: Sunshine (6weeks-12months) Moondrops (1 year olds) Twinkle Stars (2 year olds)

Galaxies (3-4 years old) Moon Explorers (4 and 5 year olds)

Check No# \_\_\_\_\_

\*There is a \$300 deposit for the waiting list. It will be applied towards your registration fee at the enrollment.

\*If for some reason you decide not to go with SMS for care, there is a 4 week notice required. With a 4 week notice given, \$225.00 is refundable & \$75 is non-refundable. This does not apply once you accept the enrollment.

\*If SMS is not able to provide a spot for your child, SMS will offer a full refund. The waiting list does not guarantee a spot.

\*SMS will call/email you if a spot opens up (about 4-6 weeks before your estimated start date). In case you refuse to accept the spot, it will be passed on to the next child on the waiting list. In this case, you will not be refunded the deposit in full.

\*We request you to contact us for waitlist updates, will not contact you unless there is availability through email only. Please visit our website to stay connected for events and monthly news.

\*If you decide to change the estimated start date once you are close to the original start date, you will be moved to the end of the wait list of the new start date.

\*Pre-service orientation: All new parents are required to have a meeting with the class teacher and the Director to go over the policies and procedures at SMS.

\*Pre-Service Observation (2 Pre-visits): The class teacher will spend 30 minutes per pre-visit with your child in the group setting to observe. This helps the teacher to decide if she can meet the needs of the child and the family. If the Director/Teacher thinks that we are not able to meet the needs of your family and/or child, SMS reserves a right to dismiss the enrollment.

\*Registration Fee: \$300 (due by the first day of care)

\*You will receive Center Policies/Parent Handbook via email. Please call the office if you have not, as it contains all of the important information about our center's procedures.

\*Refund check for waitlist will be processed in 2 weeks and can be collected at the front desk, we do not mail the deposit check.

\*Please drop off this form along with your deposit in the office or mail it to us at: 3810 S.1<sup>st</sup> Street Austin, TX 78704 Phone: (512) 326-2010