

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/W/F or T/Th

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 (4-5-years olds)

Check No# _____

*There is a \$300 deposit for the waiting list. It will be applied towards registration fee when your child's starts.

*The waitlist deposit is nonrefundable. Therefore, we suggest you carefully consider before enlisting.

*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 and email you when a spot opens (close to your estimated start date). We require an answer in 3 business days to accept or decline the proposed start date.

*In case you refuse to accept the date, it will be passed on to the next child on the waiting list. In this case, you will not be refunded the deposit, and we will require an additional \$300 deposit for another waitlist term.

*Once start date is accepted, we require the first month's tuition and a confirmation email will be sent. You will have 5 business days to make payment before we proceed to the next waiting family. Failure to do so will require a restart of waitlist process including an additional \$300 fee which will not be applicable to any future payments.

*Enrollment will not be confirmed until the first month's tuition amount is paid upfront.

*If enrollment is confirmed and you decide not to go with SMS, you will not be refunded any prior payments. So, we insist you be deliberate in your actions.

*We will not contact you unless there is availability, however you can request updates on the latest availability through email. Please visit our website to stay connected for events and monthly news.

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

*Pre-Service Observation: The class teacher will spend 30 minutes 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. This is required before your child will be offered enrollment.

*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 the important information about our centers' procedures.

*Please drop off this form along with your deposit in the office or mail it to us at: 3810 S.1st Street Austin, TX-78704 Phone: (512) 326-2010, (512) 650-7687