



Wildflowers Childcare Waitlist Form

Start Date of Care: _____
(Please specify a date or time period i.e.: September 2016)

Parent(s) Names: _____

Child's Name: _____ Age: _____ DOB: _____

Child's Name: _____ Age: _____ DOB: _____

Child's Name: _____ Age: _____ DOB: _____

Mailing Address: _____

Street Address: _____

Identify three (3) contacts for responding to notifications within 72 hrs (see attached policy):

Parent Name	Cell/Home Phone	Work Phone	Email

Full time or shared time required: _____

If shared please circle days needed: **M / Tu / W / Th / F**

Special Considerations (medical, allergies, diet, special needs):

Parent Signature: _____

**Please return this page along with a waitlist fee of \$50 per spot.
Your waitlist fee will be credited to your account upon registration.**

****Your waitlist application cannot be processed without complete information****

This personal information being collected for Wildflowers Childcare is under the authority of the Municipal Government and FOIP Acts, and will be used as required by Municipal staff for accounting purposes, medical and emergency information, and licensing requirements. It is protected by the privacy provisions of the FOIP Act. Questions relating to the collection of this information may be referred to the Manager of Childcare Services at (780)852-6517.

Wildflowers Childcare Waitlist Policy

The Wildflowers Childcare Waitlist is an administrative support to families in the community choosing early learning and care services at Wildflowers Childcare. The wait list is a numbered list based on the date we received your completed, paid waitlist form and the child's age.

Procedures

1. Families interested in being placed on the wait list will complete the Wildflowers Childcare Waitlist Form and pay a \$50.00 non-refundable waitlist registration fee per child. The child's name will be added to the bottom of the list in order of the date we receive the form. A waitlist space is not transferable to another child.
2. Families will provide their best forms of contact on the Waitlist Registration Form to ensure that they can receive notification of an available placement and respond within 72 hours. Attempts will be made to contact parents at all forms of contact. If the space is refused or attempts go unanswered, that will count as a decline. After the first decline, families will remain in their current spot on the waitlist, if families refuse a spot a second time, then the child's name will be removed from the list and you will need to reapply to the waitlist again.
3. Parents/Guardians are responsible for providing their current contact information and updating any care requirement changes if changes are needed (ex. part time vs. full time, date care is required). Updates can be made by contacting Wildflowers Childcare at 780-852-4666 or wildflowerschildcare@jasper-alberta.ca
4. Families accepting a space at Wildflowers Childcare are expected to meet with the Childcare Services Manager or Assistant Manager to complete their enrollment agreement, make arrangements for their parent orientation and to complete program registration papers when the family initially accepts the space.
5. The waitlist registration fee is applied to the the parents account when the child begins care at Wildflowers Childcare. Otherwise, the fee is non-refundable.