

Triumphant Love Lutheran Child Development Center
Wait List Form



Child's Name: _____

Date of Birth (mm/dd/yy): _____

Parent/Guardian Names: _____

Address: _____ Zip: _____

Phone #: _____ Alternate Ph. #: _____

Email address: _____

Class desired: _____ Days Desired: _____

When would you like to start: Month _____ Year _____ ASAP _____

Currently enrolled at CDC: _____ Sibling enrolled in CDC: _____

Are you a TLLC Church Member? _____

- A \$35.00 fee per child is required to be placed on the CDC Wait list each year. This fee is NOT REFUNDABLE and/or transferable to other childcare expenses. The Wait List fee will expire at the next Fall Registration period.
- Please refer to the Wait List Policy regarding the following: maintaining current contact information, refusal of an offered spot, and failure to return a call regarding the wait list (offer or update). You may change your care preferences or start date by calling (512) 346-1323.

Triumphant Love Lutheran CDC is a community outreach ministry of Triumphant Love Lutheran Church. The purpose of the center is to provide a Christian environment rich in opportunity for learning and designed to encourage the spiritual, physical, social, emotional and cognitive growth of young children. We recognize that each child is a unique individual with special needs and interests. All children, regardless of race, sex or religion should have the opportunity to play at the CDC and become individuals who are capable of many things.

CDC Wait List Policy and Procedure

Due to the continued success of the CDC program and continued growth in the Austin area, the CDC wait list is most frequently the method of admission for new families. The CDC uses the wait list to fill spaces left open after registration and spaces that become available during the course of the school year. The policies governing the waiting list are in agreement with CDC policies so that distribution of spaces can be filled consistently and fairly.

Waiting list position is determined by the date the child is added to the list. A child will be placed on the list when the Wait List Form is completed and returned to the CDC office with all necessary fees.

A family must tour the CDC BEFORE placing their child on the wait list. We will allow out-of-town families to join the wait list provided they tour the facility once they arrive in Austin. Tours are Monday through Thursday, 10:00am to 1:00pm. Please call the CDC Office to schedule a tour; 512.346.1323.

When an opening becomes available, the CDC will contact parents by the phone number given on their wait list form. If they DECLINE the opening, the CDC will verify the parents' desire to be removed from the list and go to the next person on the list. Parents who request to be removed from the waiting list can have a child put back on the list only by filling out a new application.

Parents have two business days to accept an enrollment opening. If the family cannot be reached by the telephone number on the application or they do not contact the CDC with their decision, the CDC will consider that a refusal and move on to the next person on the wait list.

If a space is offered to a family on the wait list, but the family is not ready to send a child because of age or personal reasons; that family may elect to stay on the wait list for the remainder of the school year to be considered for future openings.

Each year before registration, all families are contacted at the address given on the wait list form and sent a registration form for the next school year. Information is provided as to the date and time of the upcoming registration so that they can attempt to enroll their child. This is in no way a guarantee of a spot for the next year.

For Office use only

Wait List Fee Paid: _____ Rec'd by: _____ Time/date: _____

Date Offered Spot: _____ / _____ / _____ Initials: _____

Accepted: _____ / _____ / _____ Initials: _____

Declined: _____ / _____ / _____ Initials: _____

Removed: _____ / _____ / _____ Initials: _____

No response-Call back by: _____ / _____ / _____ Initials: _____

Notes: _____
