



# Cornerstone Child Care & Preschool

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Lyons, KS 67554  
620-257-5696

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Thank you for your interest in enrolling your child in the Cornerstone Childcare Center program. Your child will be added to the Waiting List using the information provided below. It is your responsibility to notify us of any changes in your contact information. Please review the information for accuracy and contact us with any necessary changes.

Due Date \_\_\_\_\_ Need Care on or About \_\_\_\_\_

Needing Care on:  Monday  Tuesday  Wednesday  Thursday  Friday

Time Needing Care: \_\_\_\_\_ from \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Sibling currently enrolled?  Yes  No

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother's Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Father's Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Primary E-Mail Address: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

## **\*Important-Please Read Waiting List Policy & Sign below\***

I have read and understand the following:

- Cornerstone reserves the right to change priority admittance criteria.
- I have read and understand the waiting List Policy

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Office Use Only:**

Date returned to Cornerstone \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ Waiting List Priority:  Sibling in enrolled  Employee

Date Called: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_  Excepted  Denied  No answer  No Answer/Left message

Date Starting: \_\_\_/\_\_\_/\_\_\_

### **Waiting List Policies**

Cornerstone Childcare Center (CCC) maintains a waiting list for families seeking to enroll in our program. It is best to sign up on the list as soon as you know you will need care.

The purpose of the Waiting List Policy is to ensure a fair process is followed and communicated to all involved.

When Cornerstone Childcare receives a Waiting List Application and the waiting list fee, CCC files the application on the waiting list. To help us keep the waiting list up to date we request a \$30 waiting list fee. The application date is effective on the date we received the fee and application. The application fee is non-refundable. However, it will be applied to the Enrollment Fee upon registration. The center provides no guarantee of entry when placing you on the waiting list.

The waiting list is organized using the following information:

- Registration date
- Space Required date
- Age group
- Priority group
  - Currently enrolled families
  - Children of Cornerstone Childcare Center staff

Please check in with us about two months prior to the date you've indicated you want space. When a space becomes available within CCC, the administrative team assigns the space to the first child on the waiting list.

Cornerstone has a limited number of part-time enrollment schedules in each age area. Children in part-time arrangements share a fulltime enrollment slot. One child attends on Mon-Wed-Fri and another child attends on Tues and Thurs. Children on a part-time enrollment schedule who are old enough to move up to the next group may need to wait until a part-time "match" occurs in the older group.

### **Waiting Times**

It is impossible for us to predict how quickly our waiting list will progress. Therefore we can NOT give an approximate entry date. The waiting time is affected by the number of spaces available and the time of year. Many people submit their waiting list applications when they first conceive. Applications are not accepted prior to conception. Expecting parents are encouraged to put their name on the Waiting List even if it will be awhile before a space is needed. On the average, expect to wait for an opening about 12 to 18 months.

### **A Space Becomes Available**

When a space is available we will call and/or e-mail you. Every effort will be made to contact you. Telephone or email notification must be returned within 5 business day, after which we will contact the next family on the list. Parents, who decline a space or do not return notification within 5 business days, will drop to the bottom of the list. You will not need to repay the waiting list fee. If the offered space (required date or days) does not meet your criteria and you subsequently decline, you will remain on the waiting list as is.

Parents who accept an available space offered to them shall be liable for all payments for the space from the date it is opened to the date care is needed. Regardless of whether or not this is the date on which the child actually begins attending Cornerstone Childcare Center. If a space is open before the requested date and is being reserved for your child, than parents must pay half of the tuition until child starts attending.