

# Once Upon A Time

A STAR FOUR Early Learning Center



## Child Care Waiting List Form

To add your family to our child care waiting list, please fill out the following form and submit it to us. We will contact you as soon as an appropriate opening becomes available.

In the case of unborn children or families transferring to the area, placement on this list will be based on

- your date of request for care and
- the age of the child

Today's Date: \_\_\_\_\_

Family Member's/Guardian(s) Name: \_\_\_\_\_

Family Member's/Guardian(s) Name: \_\_\_\_\_

Child's Address: \_\_\_\_\_  
Street City State Zip Code

Telephone numbers: \_\_\_\_\_

Email address(es): \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Date of Birth/Due Date: \_\_\_\_\_

Desired Enrollment Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Enrollment Schedule Requested (ie: Monday – Friday 8am-5pm):  
\_\_\_\_\_

I am/We are interested in enrolling in and may qualify for one of the following:

\_\_\_ Infant Toddler Contracted Slots (must qualify for child care subsidy)

\_\_\_ Early Head Start – Child Care Partnerships ( $\leq 100\%$  of federal poverty level)

\_\_\_ PA Pre-K Counts ( $\leq 300\%$  of federal poverty level)

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## Child Care Waiting List Frequently Asked Questions

Once Upon A Time Early Learning Center currently has a waiting list for new students. Families can apply for an enrollment spot by completing the Child Care Waiting List Form and submitting it by hand, fax, or mail. Questions about how the wait pool works? Please see our Q & A below:

### **Q: Who can apply to the wait list, and when?**

Once Upon A Time Early Learning Center is open to children from two weeks to 12 years old. Enrollment, the provision of services, and referrals of students shall be made without regard to race, color, religious creed, disability, ancestry, national origin, sex or limited English proficiency (LEP).

Registrations for unborn children are accepted, as long as a due date is specified. We cannot record your date of application until you have a due date. If you are adopting a child, you may request a care date based on the anticipated date care will be needed. It is recommended that adoptive families enter the wait list after they receive their letter of confirmation from the agency or embassy.

### **Q: How do I apply and confirm that my application was received?**

Prospective families have a choice of submitting their application by hand, US Mail, or fax. Your entry into the Wait Pool will be the day we receive your completed Child Care Wait List form. It is recommended that you confirm that your form has been received by contacting the center at 724.222.6180.

### **Q: How is the wait list managed?**

The wait list is guided primarily by date of application, availability according to age group, and the date care is needed.

### **Q: If a slot becomes available, how and when will I be contacted?**

When a space becomes available, the center will notify you using the information provided on the Child Care Wait List form. It is up to each family to notify the center of any pertinent information changes, such as address change, phone/e-mail changes, early birth, etc.

You will have 48 hours to contact the center, to either accept or refuse the space. Contact should be made in writing or through e-mail. Because space may become available at any time, there is no guarantee that it will be on the exact date you want care to begin. It could be sometime prior to or after your chosen date. If we notify you to offer the space(s), you will have the right to refuse, and you will retain your space in the wait list.