

Date of tour _____
Date registration fee paid _____
Check Number _____

Application for Enrollment Asbury Child Enrichment Center (ACEC)

Date of Application: _____

Child's Name: _____
Mother's Name: _____
Address: _____

Child's Date of Birth(or Anticipated Date): _____
Father's Name: _____
Address: _____

Home Phone: _____
Cell or Pager: _____
Work Location: _____
Work Phone: _____

Home Phone: _____
Cell or Pager: _____
Work Location: _____
Work Phone: _____

When do you anticipate needing child care? _____

Thank you for expressing an interest in your child attending Asbury Child Enrichment Center. Please advise ACEC of any changes in your address and phone numbers so we will be able to promptly get in touch with you when there is an opening.

Waiting list policy:

Your child will be placed on our waiting list when we have received the application fee (\$40.00). This fee is non-refundable and will not be applied to future tuition charges or other fees. The application fee may be waived if you are applying for a scholarship, provide verification of income, and can satisfy income eligibility requirements or if you are an employee of ACEC.

The date on which you pay the application fee is the date used to "track" your child on our waiting list. Nonetheless, it may be necessary because of your child's age and because of the quota needs of a particular classroom for your child's position on the waiting list to be moved. Please be assured, however, that we will seek to ensure the integrity of the waiting list and your child's place on the list while otherwise meeting the Center's placement requirements.

When you are informed of an opening in the Center, you will have 48 hours to let us know of your interest. If you turn down the spot that has been offered or if we do not hear from you, we will offer the spot to the next child on the waiting list and you will maintain your position on the waiting list for future openings.

Your child's name will remain on the waiting list for two years from the date of payment of the application fee, or until you have failed to accept two consecutive openings, whichever comes later. After that, your child's name will be removed from the waiting list and it will be necessary for you to re-apply and repay the application fee if you want your child's name placed back on the waiting list.

Notwithstanding the registration date, priority is given to the following children:

- 1st priority is given to children of ACEC staff and Asbury United Methodist Church staff.
- 2nd priority is given to children who have siblings enrolled full time at ACEC.

Sibling Name _____ Class _____

This priority only applies to the custodial parent.

Since ACEC essentially runs on a "zero" budget, we seek to maintain full capacity at the Center at all times. Because of this, you may need to pay to "hold" the spot of your child. While we seek to match available slots with the date that you have indicated you will need child care, we are not always successful. **As such, if we notify you of an opening but you are not yet ready for the position - such as because your child is not born yet or is less than 6 weeks old - the only way that we can hold the spot for your child is if you begin paying the full tuition for the spot.** As previously noted, you have 48 hours from the time you are notified of an opening to let ACEC know of your interest. We will attempt to advise you of the APPROXIMATE time that the next opening will become available, although this time frame cannot be guaranteed. If you choose to decline the position when offered and wait for the next opening, you will maintain your position on the waiting list.