



# Central Early Childhood Center

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*A Ministry of Central United Methodist Church*

**Winter 2018** Thanks for your interest in Central Early Childhood Center. The following information will help you understand the **wait list** and **enrollment** process. You must tour prior to being placed on a wait list. There is NO fee to be put on a wait list. Please understand that we do not carry our wait lists forward to the next session. You will only be contacted if we have an opening occur and you are next on the list. We will continue to enroll throughout each session if space is available. If you have not been contacted from the wait list or the wait list's session has ended it is up to you to pursue getting on the next session's wait list or enrolling during annual enrollment.

- **Wait lists begin when that session's enrollment is full.**
- **Wait lists will be discarded when that session ends.**
- **Being on a wait list does not guarantee that a space will open for you.**
- **Openings occur when a currently enrolled family withdraws or makes a change in their enrollment status/schedule.**

Enrollment information/forms for the following Summer and School Year will be available on site and posted on the Early Childhood webpage at [www.centralearlychildhood.com](http://www.centralearlychildhood.com) in February. Our annual enrollment begins in March for a June (Summer program) start and/or an August (School year program) start. We begin accepting enrollment from currently enrolled families on March 1 or the closest following week day we are open. Enrollment from **new families** will be received beginning April 1 or the closest following week day we are open. We will only enroll an infant for the summer program when s/he is also enrolling for the school year program. Priority will be given to currently enrolled students/families, students enrolling for summer **and** school year, five-day enrollment, as well as Central Church members.

- **Annual enrollment for current families/Central Church members begins in March each year.**
- **Enrollment in the current session continues through the year if space is available.**
- **Enrollment from new families is accepted beginning in April.**
- **Enrollment forms are available in February for the following Summer and/or School year sessions.**
- **Payment by check or money order of the enrollment fee and first month's tuition must accompany all submitted enrollment.**
- **Fees and tuition will only be deposited when we enroll your student.**
- **You must read, fully complete, be responsible for understanding the information in the current family handbook, and sign enrollment form before submitting.**

We hope this helps you understand our wait list and enrollment process. Please direct any questions, concerns or comments to the early childhood office. Thanks again for your interest in Central Early Childhood Center. We hope to serve you soon.

*Accredited by the National Association for the Education of Young Children*