

MID-CITY ELC WAITLIST POLICIES & PROCEDURES

Waitlist Placement & Status

- Enrollment at MCELC is based on a first-come, first-serve basis with priority given only to children who have siblings currently or formerly enrolled in our program. A tour of the center will be offered once all information is placed on the waitlist and the fee has been paid. Due to on-going Covid-19 restrictions all tours are conducted via Facetime, Google Duo or Zoom.
- Your child's name will be on our waitlist once you have (1) filled out the waitlist form, and (2) paid a one-time, non-refundable fee of \$35.00 via PayPal. There are links on the website to complete both actions. Once you have filled out the form and paid your fee via the website, you will receive an email from MCELC.
- Because of the fluid nature of a waiting list that is continually changing, we do not give your child a "number." We are happy to give you a general idea of how many people are currently on our list at the time. When a space becomes available, we will contact you!

Enrollment

- Spaces are offered to children based on availability. Once a space becomes available, parents of waitlisted children in the appropriate age-range will be contacted via email. You must reply within 2 business days if you are interested in placement. If you do not reply within 2 business days, we will move to the next applicant on the waitlist.
- Once you accept a space, payment of the one-time \$150.00 registration fee and the completed registration form must be submitted within 2 business days. The annual \$175.00 supply fee (prorated beginning in January of the current school year), and \$25.00 scan card fee will be invoiced and due with the first tuition. Should the registration fee not be paid within the 2 business days, the space will be offered to the next family on the waitlist.

Thank you for your interest in MCELC. We truly hope that you and your family can become a part of ours. We know that quality childcare is a pressing need for families in our city and we are doing all we can to meet that need! We look forward to staying in touch with you in the future.