



Waiting List Policy

Being on a long waiting list can be frustrating. We compiled these answers to questions parents frequently ask with the hope that this information will be helpful to you. If you have a question that is not answered here, please call i5 KIDS Early Learning Center (i5 KIDS) at 410-674-4300 to speak with someone who can assist you or e-mail us at info@i5kids.com.

How long is the waiting list?

i5 KIDS is a year round program. We regularly assess openings available in each class and use the wait list to inform families when availability exists. We require a two-week notice for disenrollment. Once a space becomes available families on the waiting list will be notified. The length of the waiting list varies depending on the age of your child and the time of year.

Can I stop in anytime and have a look around?

In order to provide a safe and secure environment for the children, we require you to be accompanied by the director or office staff member during normal touring hours. To sign up for a tour, please call the front desk at 410-674-4300. Tours take place Tuesday-Friday 9am-11am.

What happens when my child has a birthday while I'm on the waiting list?

Your child's name will be added to the waiting list for the classroom of the current age based on your original date of application. Please feel free to call the center to update us with this information so we can make sure your information is switched over to the correct list.

How is it possible for someone who applied after I did to be offered a space before me?

Please note that a child's position on the wait list can be affected by the following situations.

- Current age of the child and the age group of the classroom where the space is available.
- Enrollment preference and what space is available. (Fulltime, Part time (T/Th or M/W/F))
- Your preferred start date is more than 30 days in the future. Start date must be within 2-3 weeks from notification of availability.



Waiting List Acknowledgement

Child's Name:

First Middle Last

Date of Birth: _____ Age at Wait List Registration: _____

Gender (circle): Male / Female Desired Start Date: _____

_____ I understand in order to be placed on the i5 KIDS waiting list, I must pay a \$75.00 fee that would be applied to my child's registration fee once they are enrolled at i5 KIDS. *This fee is non-refundable and non-transferable.*

_____ I understand once I am notified there is a space available for my child, I have 48 hours to pick up and return all required registration forms and make a payment to be applied to the security deposit in order to secure my child's space. (Enrollment forms available online at www.i5kids.com) (Equal to one week's tuition fee; a security deposit must be paid prior to enrollment for all students).

_____ I understand after I am notified of availability my child must start 2-3 weeks after being notified. If I am not ready to enroll my child at the time I am notified, I acknowledge I will be placed back on the waiting list. I understand after I am notified a second time and do not enroll my child in the program, the \$75.00 fee paid will be forfeited and I must pay the fee again if I wish to be put back on the waiting list.

I _____ have read, initialed and understand the policies of the i5 KIDS waiting list. By signing below I am agreeing to the terms and to be placed on the list.

Parent/ Guardian Name:

First Middle Last

Address: _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email Address: _____

Parent/Guardian Signature: _____

Date: _____