

Leap Forward Childcare Wait List Form

TODAY'S DATE _____ PROGRAM _____

CHILDS NAME _____ DATE OF BIRTH _____

DATES OF DESIRED ENROLLMENT _____

(Choose three months if possible)

GUARDIAN'S NAME _____ PHONE _____ CELL _____

WORK PHONE _____ EXT _____ EMAIL _____

ADDRESS _____

GUARDIAN'S NAME _____ PHONE _____ CELL _____

WORK PHONE _____ EXT _____ EMAIL _____

ADDRESS _____

WILL YOU APPLLY FOR THE AFFORDABLE CHILDCARE BENEFIT? YES NO MAYBE
(Please circle)

Desired Hours of care	MON	TUES	WED	THURS	FRI
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STEPS TO SECURING A SPACE

1. The parent reads the entire Parent Handbook and ensures they understand and can agree to follow all policies.
2. A tour of the facility is arranged.
3. If a space is available, **a \$50 registration fee is provided.** (This amount is due at time of registration and in non-refundable)
4. If a space is available, the parent **pays half of the total monthly fee** for their child's first month in attendance. Up to date fees and options are available on our website www.leapforwardlangford.com . (This amount is due at time of registration, goes towards the child's first month's fees and is non-refundable)
5. If a parent is applying for ACCB, *ACCB Application Form* and *Childcare Arrangement Form* is completed and sent away along with **all** necessary documents. If a parent has paid beyond their parent portion, they will be reimbursed this amount once Leap Forward Childcare has received payment from the ACCB program.
6. E-Transfer is submitted to info@leapforwardlangford.com
 - One E-Transfer in the amount of half of the first month's fee plus the \$50 registration fee
 - One E-Transfer on the 1st of the month for the child's first month of care. This payment is only half the monthly fee. This is because the parent will have already paid the other half at the time of registration.
7. Registration Form is completed
8. Child Introduction Form is completed several weeks before care is due to begin.
9. On or before the child's first day, an Emergency Kit and all supplies that will be kept at daycare are provided