

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 FOR YOUR CHILD

1. Read the entire Parent Handbook for the program your child will attend. Ensure you understand and can agree to follow all policies.
2. Arrange for a tour of the facility.
3. If a space is available, **pay a \$50 registration fee**. (This amount is due at time of registration and in non-refundable)
4. If a space is available **pay half of the total monthly fee** for your child's first month in attendance. Please view web-site for up to date fees www.leapforwardlangford.com (This amount is due at time of registration, goes towards your child's first month's fees and is non-refundable)
5. If you are applying for the *Affordable Childcare Benefit*, fill out and send away *Affordable Childcare Benefit Application* form and *Childcare Arrangement* form along with **all** necessary documents. If you have paid beyond your parent portion, you will be reimbursed this amount once Leap Forward Childcare has received payment from the *Affordable Childcare Benefit*.
6. Submit cheques or E-Transfers for your child's monthly fees.
 - All E-transfers must be directed to Finance Manager Kelly Lamanes at kelly@leapforwardlangford.com
 - One cheque in the amount of half of the first month's fee plus the \$50 registration fee (dated for the day of registration)
 - One postdated cheque dated for the 1st of the month for your child's first month of care. This cheque is only half the monthly fee. This is because you will have already paid the other half at the time of registration.
 - Eleven more post-dated cheque dated for the 1st each month or confirm with Finance Manager your intent to send monthly E-Transfers.
7. Fill out Registration Form
8. Set-up a transition schedule with the daycare for your child's first week or two of care.