



Waiting List Policy and Procedures

The school population is always in a state of flux- the numbers can never be predicted. Availability can vary widely year to year. If an opening becomes available for your child we will contact you using the phone number and/or e-mail you submit on the waiting list application. It is your responsibility to make sure we have up-to-date contact information. **You will have 24 hours to notify the administrative staff that you are still interested in a position at First Academy Early Learning Center before we move on to the next family on the waiting list.** At that time you must have your enrollment forms completed and ready to submit along with the registration fee to guarantee your spot. A complete registration packet can be downloaded from our website at www.fbno.org/elc under the "Admissions" tab.

To be placed on our waiting list:

- Complete the Waiting List Application**
- Include the Waiting List Fee: \$100 (**cash or check: made out to "FBNO"**)
- Mail Form and Fee to:
First Academy Early Learning Center
5290 Canal Blvd.
New Orleans, LA 70124

Or you may submit your application and fee in person at the address listed above.

Waiting List Fee:

- If you are offered a place at First Academy Early Learning Center and accept, the \$100 wait list fee will be applied towards the \$200 registration fee.
- If you are offered a place at First Academy Early Learning Center and decline, the \$100 wait list fee is forfeited. **NO EXCEPTIONS.**
- If you wish to be removed from the wait list you must notify the administrative staff in writing at Suzanne@fbno.org or haley@fbno.org **before a placement is offered.** Upon receipt of your withdrawal from our waiting list, you may request a refund of the wait list fee.

Admissions:

The ELC will accept children in the following order:

1. Siblings of currently enrolled ELC students, siblings of ELC alumni, and active members of First Baptist Church New Orleans
2. New families on the waiting list
3. Open registration/walk-in registration if space permits.

Some additional factors that must be considered for student placement include: Date of birth, development, special needs, and date of application. Therefore, some decision-making may take place at the director's discretion when determining student enrollment. It is highly suggested that prospective parents also apply to other preschools to ensure placement.

****Completion of an application does not guarantee placement at First Academy ELC.**



Waiting List Application

Child Information:

Child's Full Name: _____ (anticipated) D.O.B: _____
 Address: _____ City/State: _____ Zip: _____
 Home Phone: _____ Gender (circle): M F

Parent/Guardian Information:

Parent/Guardian Name: _____ Relationship: _____
 Employer: _____ Work Phone: _____
 Preferred E-mail : _____ Cell phone: _____

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 Employer: _____ Work Phone: _____
 Preferred E-mail : _____ Cell phone: _____

How did you hear about our school? _____
 Will this be your child's first school experience? (circle): Y N
 Is your child currently potty trained? (circle): Y N
 Does your child have special needs?: _____
 Is there any other information you feel we should know? _____

 Preferred Start Date: _____

I have read and understand the policies and procedures relating to the application, eligibility, vacancy notification, and waiting list process. I agree to abide by the policies and procedures as outlined.

Parent/Guardian Signature: _____ **Date:** _____

FOR OFFICE USE ONLY	
Application Date:	Waiting list fee paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check Receipt Number: _____
Removal Date:	Reason for removal: <input type="checkbox"/> Enrolled <input type="checkbox"/> Declined Spot <input type="checkbox"/> Withdrew Application
Tour Date:	Signature of Administrative Staff: _____