

ATTENTION PARENTS

DAY CARE WAIT LISTS PROCESS

Presently the Day Care is full and not accepting new clients. This is a reminder of the process to place your child on the Day Care Wait List to receive a childcare space.

1. Childcare spaces are available on a first come, first serve basis
2. It is mandatory to fill out a registration form for your child to be considered for a space.
3. Registration forms are necessary to be placed on the wait list, without the registration form you are **not** put on the wait list.
4. Calling or speaking to a staff member does not qualify to be placed on the wait list.
5. Once the Registration Form has been received, your name is placed on the wait list, in the order it was received.
6. When a space becomes available, the wait list is reviewed and the first family on the list is offered the space.
7. Spaces are offered to the first family on the list, according to the child's age and schedule that matches the space available. I.e full time or part time.
8. Registration forms can be found on our website: www.mrcca.net or can be picked up at the Day Care.