

Date of tour _____
Date registration fee paid _____
Check Number _____

Application for Enrollment Asbury Child Enrichment Center (ACEC)

Date of Application: _____

Child's Name: _____ Child's Date of Birth(or Anticipated Date): _____
Mother's Name: _____ Father's Name: _____
Address: _____ Address: _____

Home Phone: _____ Home Phone: _____
Cell or Pager: _____ Cell or Pager: _____
Work Location: _____ Work Location: _____
Work Phone: _____ Work Phone: _____

When do you anticipate needing child care? _____

*Active Military Service: Yes _____ No _____ Branch _____ Verified by: _____

*ACEC Sibling Name _____ Class _____

Thank you for expressing an interest in your child attending Asbury Child Enrichment Center. Please advise ACEC of any changes in your address and phone numbers so we will be able to promptly get in touch with you when there is an opening.

Waiting list policy:

Your child will be placed on our waiting list when we have received the application fee of \$25.00 per family. This fee is non-refundable and will not be applied to future tuition charges or other fees. The application fee may be waived if you provide verification of income and can satisfy income eligibility requirements or if you are an employee of ACEC.

The date on which you pay the application fee is the date used to "track" your child on our waiting list. Nonetheless, it may be necessary because of your child's age and because of the quota needs of a particular classroom for your child's position on the waiting list to be moved. Please be assured, however, that we will seek to ensure the integrity of the waiting list and your child's place on the list while otherwise meeting the Center's placement requirements.

When you are informed of an opening in the Center, you will have 48 hours to let us know of your interest. If you turn down the spot that has been offered or if we do not hear from you, within that 48 hours, we will offer the spot to the next child on the waiting list and you will be moved to the bottom of the waiting list for that classroom. You will remain on the waiting list and be informed if any openings in the future. With your application fee, your child's name will remain on the waiting list for two years from the date of payment, or until you have failed to accept two consecutive openings. After that, your child's name will be removed from the waiting list and it will be necessary for you to re-apply and repay the application fee if you want your child's name placed back on the waiting list. A letter will be sent to families a month prior to their removal from the waiting list.

Notwithstanding the registration date, priority is given to the following children:

- Primary priority is given to any family that has a custodial parent in active military service.
- 1st priority is given to children of ACEC staff and Asbury United Methodist Church staff.
- 2nd priority is given to custodial parents who have other children enrolled full time at ACEC.

ACEC essentially runs on a "zero" budget, we seek to maintain full capacity at the Center at all times. Because of this, you may need to pay to "hold" the spot of your child. While we seek to match available slots with the date that you have indicated you will need child care, we are not always successful. If we notify you of an opening but you are not yet ready for the position - such as because your child is not born yet or is less than 6 weeks old - the only way that we can hold the spot for your child is if you begin paying the full tuition at the time the spot is offered. As previously noted, you have 48 hours from the time you are notified of an opening to let ACEC know of your interest. We will attempt to advise you of the APPROXIMATE time that the next opening will become available, although this time frame cannot be guaranteed. If you choose to decline the position when offered and wait for the next opening, you will be moved to the bottom of the waiting list.