



## Enrollment Application

The attached **Enrollment Application and a \$20.00 non-refundable application fee** must be submitted to Child's Play by the Bay to apply for admission for preschool and/or childcare services.

The application and fee should be mailed to:  
Child's Play by the Bay  
Donna Long – Enrollment  
1510 Savannah Road  
Lewes, DE 19958

### WAITING LIST

We maintain one wait list for preschool and one wait list for childcare. It is important to apply as early as possible. As children continue to age while on the wait list, they are automatically considered for any space that they qualify for based on their birth date.

If you are pregnant and want to begin the wait list process, please complete the attached application and note that you are pregnant. We do not take infants until 12 months of age.

We give preference to siblings and the siblings of Child's Play Alumni. Siblings must also complete the enrollment application (fee waived).

Child's Play will offer any openings in the following order:

- Children currently enrolled
- Siblings of current Child's Play students
- Siblings of Child's Play Alumni
- Children on the wait list

We will contact you via phone or email to confirm that we received your application. You are welcome to ask any questions at that time.

### ENROLLMENT

When an appropriate spot is available, parents are notified via email and/or phone. Parents are given 48 hours to notify us of their decision to either accept or decline the enrollment. If the space is declined, the child is dropped from the wait list. If parents fail to contact us within the 48-hour period, the assumption is made that the family is no longer interested in our program and the child will be removed from the wait list.

Please note: Availability can vary from year to year. Some factors that must be considered for student placement include date of birth and special needs. Therefore some decision-making may take place at the director's discretion when determining student enrollment. Completion of this enrollment application does not guarantee placement at Child's Play.

When the offer of enrollment is accepted, Child's Play will determine a start date. The parent must then pay any registrations fees and/or tuition and pick up enrollment materials within 48 hours of acceptance. Parents must turn in a completed Tuition Express application, which is our fee processing service, and all enrollment paperwork prior to the child's first day.

### **Tours**

Please note that we do not offer unscheduled tours! If parents come to Child's Play without an appointment to request a tour, their application will be removed from the list. We are happy to schedule a tour to show our center. Tours will only be given to those who have mailed in a completed enrollment application and fee. Parents are welcome to email us to request a tour at [cpenrollment@mail.com](mailto:cpenrollment@mail.com)

### **Monitoring**

If we were not able to offer your child an immediate opening, we understand that it is difficult to wait and parents may need to make other childcare and/or preschool plans. Parents may email Child's Play to check on their potential enrollment status. Please email [cpenrollment@mail.com](mailto:cpenrollment@mail.com)

### **Modifications**

If you have submitted an application and need to make a change, please complete a new application and write addendum under signature at bottom and mail it to Child's Play. Your original date on the list will remain the same.

Please keep this letter to use as a reference



Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Are you interested in preschool or childcare or both? \_\_\_\_\_

Are you currently pregnant? \_\_\_\_\_ Due date: \_\_\_\_\_

Does your child have any special needs? Please explain: \_\_\_\_\_  
(Please use back of paper if needed)

Childcare requests only:

If you are interested in childcare, what is your desired weekly childcare schedule?  
*Please be specific with drop-off and pick-up times. If you do not complete the times needed per day we will not be able to process your request.*

Monday –

Tuesday –

Wednesday –

Thursday –

Friday -

Parent/Guardian Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_

Cell #: \_\_\_\_\_ What is the best # to reach you? \_\_\_\_\_

**I have read the policies and procedures relating to the application, eligibility, enrollment, and the waiting list. I agree to abide by the policies and procedures as outlined.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**