



LLPA Waiting List Process

- Families must tour the facilities in order to receive a waiting list packet. This policy is in place to ensure that families agree that our program is a good fit for their family before joining the waiting list.
- Make sure the waiting list form is complete, and submit to LLPA as soon as possible by fax, email, snail mail, or drop-off in person. Spots are at a first come, first serve basis. The waiting list form does not reserve a spot for a child, it simply adds your child(ren) to the LLPA waiting list. If your waiting list form is not complete when submitted, you will not be added to the waiting list.
- When the waiting list form has been accepted, you will receive an email confirming that it has been received within 10 business days. If you do not receive an email, please call the office to confirm that it was received.
- Families are welcome to call to check on the status of their spot on the waiting list, but you will not be contacted until availability has been confirmed. Most likely, there will not be an immediate availability so you will not receive an immediate response. It is very common that spots only come available at the start of each school year (May-June) for ages 12 months to 6 years. Non-mobile infants are enrolled throughout the school year upon availability.
- When availability is confirmed, the Director will **email** the family to set up a quick meeting to go over the enrollment paperwork and answer any questions. If families do not respond to the email within 7 days, we will move on to the next person on the list.
- The non-refundable \$100 enrollment application fee (check or money order only) is due when the family receives the enrollment packet. The enrollment packet will not be given to the family without this fee being collected.
- Families are given 10 business days to return the enrollment paperwork to LLPA. The packet will not be accepted after the deadline without prior approval from the Director. The packet will also not be accepted if the parent checklist is not complete.
- After the enrollment paper work has been returned, the family will receive a welcome box. When families submit their enrollment packet, we will schedule a visit day. Families should bring everything from the child's checklist on the child's visit day. We will test the family's swipe cards and keyless entry codes on the visit day.

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