

Request to Enroll

Belin Creative Learning Center Program for Infants, Toddlers, Twos

\$30 Wait List Fee due with submission of this form (payable to "BCLC")

Your child will be added to the BCLC Wait List upon receipt of completed "Request to Enroll" form and fee.

(Please print legibly or type)

Date Submitted _____

Child's Name _____ DOB _____

Parents' Names _____

Mailing Address _____

City _____ State _____ Zip _____

Email address _____

Home Phone _____ 2nd Phone for contact _____

Is either parent a member of Belin Memorial United Methodist Church? _____ Yes _____ No

Is there a sibling currently enrolled? _____ no _____ yes Name: _____

What date do you wish for your child to begin full time enrollment? _____

For your information: All of these programs are "full time programs" offered daily from 7:00 AM – 6:00 PM. There are no reductions in fees for children who attend less than these times. We request that all children arrive by 9:00 AM and parents are certainly free to establish pick up times that best fit their family schedule. Enrollment vacancies are extremely limited. When a vacancy occurs in any specific class the current waiting list is reviewed according to the following guidelines and priorities:

- First priority is given to parents (Belin members) with another child already enrolled
- Second priority is given to parents (non-Belin members) with another child already enrolled
- Third priority is given to parents (Belin members) with no child previously enrolled,
- Fourth priority given to parents (non-Belin members) with no child previously enrolled
- Ability to accept the invitation to enroll your child within a one week window is required

As each category is reviewed to fill a vacancy – the administration of the center evaluates and makes admission decisions that are in the best interest of each individual child and the center. The "received" date (with fee) of the application within each of these priority categories is one of the criteria used to determine who is offered the vacancy.

Our waiting list is updated each April 1st and it is the responsibility of the parents to renew their application by contacting BCLC in writing between March 15th and April 1st each year. Failure to communicate with the BCLC Enrollment Coordinator will result in forfeiture of your fee and your spot on the wait list. We are unable to place an unborn child on our wait list until the expectant mother has provided a due date. Once the child has been born, we ask the parents to notify the BCLC Enrollment Coordinator who will determine if a vacancy is available. Ability to accept an invitation to enroll your child within a one week window is required.

I agree to these guidelines and will notify the BCLC office should the status of, or the information provided with, my *Request to Enroll* change in any way.

Date _____ Parent Signature _____

Please hand-deliver this request to the BCLC office or mail to BCLC, P. O. Box 528, Murrells Inlet, SC 29576
Questions may be addressed to: BCLC Director 843-651-2930

For office use only: Date rec'd _____ Data base entry _____ Fee Received _____

(01-10) By _____ Renewal dates _____, _____