**WAITING LIST**

TheWaiting List within the Children’s Center will be established by the following guidelines:

If a child is eligible but there is no space available, his/her name will be placed on a waiting list. As an opening arises all children on the list will be considered and the child who most closely fits the age criteria for the class opening will be selected according to the date when the completed Waiting List form was received in the Center.

Priority points for the wait list are assigned to the following categories:

* Students
* FTCC Employees
* Military
* Families/Guardians who already have a child enrolled in the Center
* General community

Refusal to accept an available opening will place your child on the bottom of the Waiting List. We will ask you to provide a new date of request for enrollment based upon the date of enrollment refusal. Names will be removed from the list if three documented attempts to reach the family have gone unanswered. It is highly recommended that you call the center every 6 months to update your child on the waiting list.