



Waiting List Policies & Procedures

A completed **Waiting List Application and non-refundable application fee** must be submitted to MBPC Preschool to apply for admission to the Preschool. When the application is received in our office and the application fee is paid, your child will be placed on our waiting list.

We maintain one waiting list for each class, and the average wait time for enrollment varies depending on class availability. When we have a vacancy, beginning at the top of each list, parents are notified that a space is available for their child.

WAITING LIST

Parents are notified via email when a space is available in the class. 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 waiting 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 waiting list.

ENROLLMENT

When the offer of enrollment is accepted, a start date is determined for the child. The parent must then come in to the center within 48 hours to pay any registrations fees, tuition and pick up enrollment materials. Enrollment may be delayed for no longer than two weeks to give current provider notice. Parents must complete and return all enrollment information prior to child's first day.

Feel free to contact the preschool office with any questions:

Phone: 205/967-5037 Email: preschool@mbpcusa.org