

Waiting Pool Information and Procedures

Welcome to Day One Christian Academy. Our school provides a loving Christian environment for the care and education of children from the ages of 6 weeks through prekindergarten. The program features a developmental curriculum designed to help children grow socially, emotionally, cognitively, physically and spiritually.

We are blessed that you have chosen our program for your child(ren). At this time, we do not have the space available, per your request. Please note that by putting your child(ren) in the waiting pool, we will periodically contact you throughout the year to inform you of registration dates and to let you know what openings may have come available. You may contact the school at any time to inquire on the status of availability. Our program hours are from 6:30am to 6:30pm; you may call anytime during those hours, at (281) 333-3323. Alternatively, you may visit us our web site, www.dayonechristianacademy.org.

The procedures of the waiting pool are as followed: A member of the staff will contact you regarding availability of an opening, as it becomes available. At the time of notification, there is a 48-hour period in which to reach a decision concerning acceptance of the opening. At the end of the 48-hour period the registration fee will be required to secure the child(ren)'s placement into the program. Several attempts will be made to contact the parent/legal guardian; however, if no answer is received at either work or home phone after 72 hours, that child(ren) will remain in the waiting pool and we will move to the next eligible family for allocation of the opening. It is the responsibility of each parent in the waiting pool to notify Day One Christian Academy of any changes in contact information or request for availability. Your form will remain on file, until the beginning of the next registration period.

Thank you again for your interest in the Day One Christian Academy

God Bless, Administrative Staff

Tour Date \_\_\_\_\_ Need Date **Day One Christian Academy** Waiting Pool Form Child's Name \_\_\_\_\_ Gender \_\_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ or Due Date \_\_\_\_\_  $\Rightarrow$  Infants Indicate Schedule: ( ) 6:30 AM-6:30 PM ( ) 8 AM-5 PM ( ) 9 AM-3 PM  $\Rightarrow$  Toddlers / PS / PK Indicate Schedule: Before School Care () 6:30-9 AM () 7-9 AM () 8-9 AM 
 School Hours
 (X) 9-12 Noon

 After School Care
 () 12-1
 () 12-3
 () 12-4
 () 12-5
 () 12-6
 () 12-6:30

 Indicate Days Attending:
 M
 () T
 () W
 () Th
 () F
 () M-F
Name of Parents/or Guardians (Mother) \_\_\_\_\_\_ (Father) \_\_\_\_\_\_ Preferred Mailing Address City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_ Mother's Contact Information: May we contact you at work? (Yes) / (No) Employer \_\_\_\_\_\_ Phone \_\_\_\_\_\_ Cell Phone E-mail Father's Contact Information: May we contact you at work? (Yes) / (No) 
 Employer \_\_\_\_\_\_
 Phone \_\_\_\_\_

 Cell Phone \_\_\_\_\_
 E-mail \_\_\_\_\_\_
Preferred Contact Method () E-mail () Mail () Phone () Other **RELIGIOUS HISTORY** Are you currently looking for a church home? () Yes () No Church presently attending \_\_\_\_\_\_ How long a member? \_\_\_\_\_ Has your child been baptized in the Christian Faith? ( ) Yes ( ) No Are you interested in Baptism? () Yes () No Did another family from Day One Christian Academy refer you? () Yes () No If yes, which family? If no, how did you find out about our program? \_\_\_\_\_ By signing this form I acknowledge that I understand that my form will remain on file until the beginning of the next registration period. I also understand that it is my responsibility to notify Day One Christian Academy of any changes to my contact information.

Parent's Signature	Date:
<b>-</b>	

## Day One Christian Academy Waiting Pool Form Contact Log

Date of Contact  Comments:    Image: Contact  Image: Contact    Image: Contact  Image: Contact