

Child Care Wait List Process: Please Read

Dear Parent or Guardian of Waitlist Applicant,

Thank you for your interest in Shawnee Mission Christian Wee Care. Shawnee Mission Christian Wee Care maintains an ongoing wait list for new enrollments. Parents wishing to have their child's name placed on a wait list for enrollment **must first complete a wait list form**. Completion of this form **does not guarantee childcare on the start date desired**. Our Center is often at capacity and start dates can be difficult to project. Slots are filled on first come, first served basis with the exception of the following priorities:

- Children who are currently enrolled in our program receive priority for transitioning into an older classroom
- Siblings of children who are currently enrolled also receive our priority
- Children of Shawnee Mission Christian School and Wee Care staff receive priority

All required paperwork must be completed before a child can be admitted. This paperwork includes (but is not limited to) health assessment, immunization record, enrollment application, and contract. When a child on the wait list is not ready to start for one reason or the other, we will move to the next child on the list. Please remember that being on the wait list or filling out an enrollment packet does not guarantee child care on the date you request it. If we cannot meet your needs on your requested date, your child's name will remain on our waitlist, and automatically move up through the age groups until an age appropriate spot is available.

Although we typically do not call families on the wait list unless there is an opening, from time to time we may contact you to see if your needs have changed since your initial application (even if a spot is not currently available) so we can keep an accurate waiting list.

If you have any questions in completing the wait list application or would like to update your contact information or need to change your requested start date, or just to check on your waiting list status please don't hesitate to call 913-384-4434 or email me at weecare@smcschool.com.

Sincerely,

Melissa Stone