

Suncrest Childcare and Early Learning Center  
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Phone: (304)641-7625



**Office use only:**

Wait list Application Form

Received by: \_\_\_\_\_ Date Received \_\_\_\_\_ Registration number \_\_\_\_\_

Waitlist fee paid \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_

Offer #1: \_\_\_\_\_ Offer #2: \_\_\_\_\_ Offer #3: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

Initials: \_\_\_\_\_ Initials: \_\_\_\_\_ Initials: \_\_\_\_\_

Removed from Waitlist on: \_\_\_\_\_ By: \_\_\_\_\_

Family/Last Name \_\_\_\_\_

Childs Name \_\_\_\_\_ M/F: \_\_\_\_\_ DOB: \_\_\_\_\_

Primary Parent/Guardian Name: \_\_\_\_\_

Relationship to Child(ren): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Second Parent/Guardian Name: \_\_\_\_\_

Relationship to Child(ren): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

A non-refundable fee of \$50 per child is required with this completed form in order to have your name placed on the Waiting List. This fee does not guarantee enrollment. SCEL C will contact you when an appropriate space is available. The Waiting List is maintained in age groups according to priority enrollment and the date of pre-registration. SCEL C offers a priority enrollment to SCEL C employees, SUMC employees, and families with children currently enrolled in the program. Enrollment priority does not guarantee that a spot will come available when you need, it simply places you ahead on the waitlist, above those families that do not fall into these categories. You will automatically be moved up in age groups as your child increases in age. Your child will be removed from our waiting list after 3 declined offers.

Parent Signature: \_\_\_\_\_