



HARDING ELEMENTARY SCHOOL CHILD CARE/AFTER SCHOOL PROGRAM 2013-2014 School Year Wait List Information Sheet

To put your child's name on the Wait List you must complete the following:

- 1. School-Age Childcare Wait List Form:** This form must be completed in full. Incomplete forms will be returned to you to be completed. You will be put on the list when your returned forms are completed and the registration fee is paid.
- 2. Bring Proof of Residency (El Cerrito Residents Only):** You must attach a copy of a current utility bill (water, phone, PG&E, etc.) with your name and address printed on it. We are sorry that we can not accept Driver Licenses as proof of El Cerrito residency.
- 3. \$65.00 Non-Refundable Registration Fee/Per Child**
- 4. Emergency ID Card including Photograph of Child**

You must re-enroll on the waiting list for each new school year. Our waiting lists do not roll over from year to year.

REGISTRATION PRIORITY:

1. First priority for fall childcare spaces is given to the children who are currently enrolled in the program.
2. Second priority goes to siblings, whose names are on the waiting list, of the children currently enrolled in the program.
3. Kindergarten children whose names are on our waiting list are given next priority until the kindergarten portion of the program is full.
4. Five day a week service needs receive priority.
5. Remaining spaces are given to those on our waiting list. Waiting list forms are taken on a first come, first serve basis.
6. El Cerrito Residents have priority registration until 03/01/2013.

CHANGE OF ADDRESS/PHONE NUMBERS: It is your responsibility to notify the Administrative Specialist at the Community Center if your address or home/work phone number changes. If we try to contact you and your address/phone numbers are incorrect your space and registration fee will be forfeited.

QUESTIONS ABOUT THE PROGRAM please contact Cori Diaz, Supervisor at (510) 559-7003.

QUESTIONS ABOUT THE WAIT LIST please contact Susan Ortega at (510) 559-7006.

