



## Bright Horizons Early Center at 1505

### Wait List Instructions

Please visit: <http://www.brighthouse.com/1505>

- Click on **For Our Parents**
- Click on **Parent Resources**
- Click on second box **Wait List Registration Form and Center Waitlist FAQ's**
- **Print and complete** (*Chevron* employee 1<sup>st</sup> row spouse 2<sup>nd</sup> row)
- **Tentative start date (this date is just a requested date and is not guaranteed)**
- Scan and email back to me at [1505@brighthouse.com](mailto:1505@brighthouse.com) (please send as a PDF) and complete payment of \$100 wait list fee (per child).

**Once I receive your completed form electronically, the wait list process will begin.**

- We will then verify your employment and eligibility to utilize the center. If there is a concern, we will contact you.
- Please schedule a center visit, if you have not done so already.
- Center Visits can be scheduled through our Center Director, Robin Detenbeck at [1505@brighthouse.com](mailto:1505@brighthouse.com).
- **Your start date on your registration form is a requested date and is not guaranteed. If we are unable to accommodate you we will notify you in a timely a manner. We do understand that you may need to make other arrangements until a space is available.**

**When your start date is confirmed, you will receive a Welcome Letter containing the following:**

- 30 days out from confirmed start date
- Confirmed classroom assignment
- Request to schedule your student's orientation. Orientations are 2 weeks prior to confirm start dates.
- Enrollment Paperwork link with attachments (See "For Our Parents" section on website)

### **Preparation for your Orientation**

- Please have your completed Health Assessment (signed by Physician) and updated Immunization Record at orientation.
- Please have all enrollment documents completed prior to attending your orientation or your appointment may be rescheduled
- Only students with completed enrollment paperwork, immunization records and signed Health Statement will start on their confirmed start date.

**If you have any additional questions or concerns, please do not hesitate to call, email or stop by. Please keep this email as a reference to refer back to as you continue your journey on the Wait List for Bright Horizons Early Learning Center at 1505.**