



## Bright Horizons Early Learning Center at 1505 WAIT LIST REGISTRATION FORM

Thank you for your interest in Bright Horizons Family Solutions at the Bright Horizons Early Learning Center at 1505. Choosing a quality child care program is one of the most important decisions you will make. We take your decision seriously and are committed to living up to the important responsibility of caring for your child.

We encourage you to go to [www.brighthorizons.com/1505](http://www.brighthorizons.com/1505) to learn more about the center and our services.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Parent/Guardian Information:

Please fill out both sections completely.

#### Chevron Employee

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

#### Spouse

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

### Days and Hours Desired:

MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_ THU \_\_\_\_\_ FRI \_\_\_\_\_

Give your tentative date of enrollment? *\*please remember a firm date will need to be given, if you are returning to work after maternity leave.* \_\_\_\_\_

How did you hear about Bright Horizons? \_\_\_\_\_

*We strive to meet your needs; however we cannot guarantee start dates, classrooms, or teachers.*

*These are all based upon availability.*

*Enrollment is subject to priority enrollment rules of the Center.*

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)

*Please scan and email form to the Director at*

[1505@brighthorizons.com](mailto:1505@brighthorizons.com)

*Thank you for choosing Bright Horizons Family Solutions.*

*Please view the BH ELC at 1505 Waitlist FAQ's and initial to confirm receipt and understanding.*

☐ I have read and understand the attached BH ELC at 1505 Waitlist FAQ's. \_\_\_\_\_ (form must have initials for acceptance)

(Initials)

## ***Enrollment and Wait List Frequently Asked Questions***

- **When can I tour the center?**
  - Please contact Robin Detenbeck at 713-739-0230 or [1505@brighthorizons.com](mailto:1505@brighthorizons.com) to schedule a tour during or after your final interview. This process is only for potential candidates.
- **I have just been offered a position at Chevron. When can I submit a Pre-Enrollment Registration Form?**
  - A pre-enrollment registration form can be submitted after the center verifies your employment with Chevron. Employees are eligible to use the child care center on their first day of employment based on space availability in the center. If space is available, the Director will coordinate a start date for your child and schedule orientation. If space is not immediately available, the Director will place your child in the wait list for the next available space based on the information provided below.
- **How do I place my child in the wait list and is there a cost?**
  - Your child's name will be placed on the wait list based on the date we receive your completed pre-enrollment registration form. This form can be scanned (no pictures accepted) and emailed to the Director, Robin Detenbeck at [1505@brighthorizons.com](mailto:1505@brighthorizons.com). The wait list fee is \$100 per child.
- **I've been placed on the Wait List, what does that mean?**
  - Currently your requested start date is not available. Your child has been placed on the list of children waiting for space to become available.
- **How is my place on the wait list determined?**
  - **Your place on the wait list is based on the date the completed pre-enrollment registration form is returned to the center.** The wait list entails of a list for each age group: Infants, Toddlers, Early Preschool, Preschool and Kindergarten Prep. **The age groups are in chronological order by the date the pre-enrollment registration form was received.** As each child progresses by age and/or development, the enrollment manager will move the child's name to the appropriate list.
- **Is there a sibling priority rule in the wait pool?**
  - Yes, priority is given to employees with a child currently enrolled at the center.
- **Is it important to let the Bright Horizons Early Learning Center at 1505 know when we need care to begin?**
  - Please complete the pre-enrollment registration form in its entirety, including the "Tentative Start Date" section. As previously stated, we may not be able to guarantee space on your desired start date. We always recommend exploring alternative care arrangements in the event space is not available when requested.

- **Can you tell me my status in the wait list?**

- The Director will provide as much information as possible regarding your status in the wait list. Several factors influence the anticipated start date for each child. While we cannot provide an exact start date in advance, we will provide an anticipated time frame that we expect a space to become available. Please contact the center any time to check your status. Offers for a start date will be sent via email followed up by a phone call from the center to confirm you have received the email. Please contact the center with any questions regarding your child's start date. The Director can be reached at 713-739-0230 and via email at [1505@brighthorizons.com](mailto:1505@brighthorizons.com).

- **When and how will you contact me to offer a space at the center?**

- The center will notify you via email and phone 30 days prior to a space being available. **You will have twenty hours to consider and accept the offer.** If you decline the space at the time it is offered, you will remain on the wait list with a new requested enrollment date. If space is declined two times, your name will be removed from the wait pool.
- If the space is accepted, you will receive an enrollment packet and a welcome meeting will be scheduled. Please obtain a copy of your child's physical and immunization records at this time. These forms will need to be submitted with the enrollment paperwork. The welcome meeting will provide an opportunity to visit the classroom and meet the teachers. Tuition is payroll deducted monthly and is effective when you begin using the center.

- **What are the tuition fees at the Bright Horizons Early Learning Center at 1505?**

- Tuition sheet will be provided upon your tour of the Center.

- **What if a space becomes available before I am ready?**

- You will be contacted via email and phone if a space becomes available before your preferred enrollment date. At that time, you will be given the option to begin on the earlier date. If you choose not to enroll early, you will be offered the next available opening, however, the dates are not guaranteed. **The option of paying tuition for one month prior to enrolling is available if you choose not to enroll on the earlier date provided.**

On behalf of the teachers and staff at the Bright Horizons Early Learning Center at 1505, we thank you for your interest in enrolling in our facility. The Early Learning Center at 1505 is a Bright Horizons managed facility. To learn more about Bright Horizons please go to [www.brighthorizons.com/1505](http://www.brighthorizons.com/1505).