



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 1st row spouse 2nd 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 (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.
- **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.