

Learning Ladder Application for Childcare Services

Please include \$50 (1st child) / \$25 (2nd child) Application Fee and 1st week's tuition if required

Child Information

Child's Name			Requested Start Date	
Gender	Male Female	Birth/Due Date	Age at Enrollment	
Schedule	Monday	Tuesday	Wednesday	Thursday Friday
School Age Children	Grade	After School	Before School	Summer
Primary Residence	Both Parents (same address)		Mother	Father Other

Parent Information

Parent/Guardian		Relation to Child	
Home Address		City	Zip
Home Phone	Cell Phone	Work Phone	
Email Address			
Parent/Guardian		Relation to Child	
Home Address		City	Zip
Home Phone	Cell Phone	Work Phone	
Email Address			

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Learning Ladder Wait List Policy & Enrollment Procedure

Wait List Policy:

When there are no positions currently available, you may choose to be placed on our wait list.

- An application by itself will place you at the bottom of our current waitlist.
- An application plus non-refundable deposit will place you at the bottom of the "paid" waitlist, but ahead of any applicants who choose not to put down a deposit.

Once an enrollment opportunity becomes available, you will have 5 business days to accept the position before it is offered to the next family on the list.

Enrollment Procedure:

Once a position is available, you will receive your child's enrollment paperwork approx. 2-4 weeks before your scheduled start date. Paperwork must be returned and a family orientation completed at least 1 week before your child's first day.

YES	NO	Please check Yes or No next to each question. If yes, please list.
		Has your child been enrolled in a childcare center or in home provider?
		Does your child have any known food allergies?
		Has your child ever been diagnosed with any medical conditions?
		Does your child currently take any medications that will be administered at Learning Ladder?
		Has your child ever been diagnosed with any emotional or behavioral conditions?
		Does your child have any other special needs?
		Are there any court ordered custody arrangements?
		Will you be receiving tuition assistance through WI Shares or another program?
How would you like to receive your enrollment forms?		<input type="checkbox"/> Email <input type="checkbox"/> Paper
How did you hear about us, or who where you referred by?		

I hereby acknowledge that all information provided is complete and accurate to the best of my knowledge. I understand and agree to Learning Ladder's wait list policy, reservation policy and enrollment procedure. I will notify Learning Ladder in writing to any changes of information.	
Parent Name	Date

Office Use		
Tour Date	Application Received	App Fee Received
Requested Start Date	Earliest Start Date	Available Start Date
Enrollment Folder	Paperwork Sent E-doc / Paper	Paperwork Return By
Family Orientation	Classroom Visit	1 st Week's Tuition Rcvd
1st Offer	2nd Offer	3 rd Offer
Notes		