

## 4<sup>th</sup> “R” Waitlist Policy

To register for the program, call or visit the 4<sup>th</sup> “R” childcare program of your choice. If the site is at full licensing capacity, you may request that the child’s name be added to the site’s wait list by filling out a waitlist form for each site you’re interested in.

Each 4<sup>th</sup> “R” location has its own individual waitlist and the number of spaces per grade/per site differs from site to site. **We reserve the right to handle special cases accordingly.** Spaces can be available at any time of the year and at any time of the month.

It is solely the parents / guardian’s responsibility to update their contact information. Please contact the 4<sup>th</sup> “R” location to make any updates.

When a spot becomes available, priority will be given to current siblings and/or currently registered and attending 4<sup>th</sup> “R” participants that are transferring from another site. Otherwise, parents/guardians are called in the order of the placement on the waitlist.

Once your child has officially been offered a space and you would like to accept it, you will be required to fill out the required licensing paperwork and pay the required registration fee and first month of tuition before your child can attend. Registration paperwork and fees must be completed within one week of the spot being offered. Failure to comply will result in your spot being forgone and given to the next on the wait list. In that case, your name will be dropped from the wait list.

If you are called for a space and do not wish to take it at the time or do not respond within one week, your name will be removed from the waitlist. All waitlists are kept for the duration of the contract year (July 1 – June 30).



**City of Sacramento Youth, Parks, and Community Enrichment**

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**4<sup>th</sup> “R” Waitlist Form**

The 4<sup>th</sup> “R” is a city operated before and after school licensed childcare program. The number of spaces per grade/per site varies from site to site. **This is a waitlist form only, not enrollment.** Please turn this completed form into the Program Coordinator directly at the site Monday – Friday between 7am-6pm or via the site email.

**Today’s Date:** \_\_\_\_\_ **Requested 4<sup>th</sup> “R” Site:** \_\_\_\_\_

**Parent/Guardian Contact Information:**

**Name (First, Last):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name (First, Last):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Sibling currently in program (circle one):** Yes or No **Name of Sibling(s) in program:** \_\_\_\_\_

**When do you need care to start?** \_\_\_\_\_

**What kind of care do you need (circle all that apply):** Before School After School Both

Student Name	Birth date	Current Grade Level as of Today’s Date

\_\_\_\_\_(initial) I understand this is a waitlist form only and in no way guarantees registration into the 4<sup>th</sup> “R” program. **You will be contacted if a spot becomes available.**

\_\_\_\_\_(initial) I understand that due to the nature and popularity of our program, positions may be filled based on grade level availability and not first come-first serve. 4<sup>th</sup> “R” reserves the right to handle special cases accordingly.

**Signature of Parent/Guardian** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Date** \_\_\_\_\_