

# Request to Enroll in the Infant, Toddler and Twos Programs of Belin Creative Learning Center

(Please print legibly or type)

Date Submitted \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Parents' Names \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Home Phone \_\_\_\_\_ 2<sup>nd</sup> Phone for contact \_\_\_\_\_

Is either parent a member of Belin Memorial United Methodist Church? \_\_\_\_ Yes \_\_\_\_ No

Is there a sibling currently enrolled? \_\_\_\_no \_\_\_\_ yes Name: \_\_\_\_\_

**What date do you wish for your child to begin full time enrollment?** \_\_\_\_\_

For your information: All of these programs are "full time programs" offered daily from 7:00 AM – 6:00 PM. There are no reductions in fees for children who attend less than these times. We request that all children arrive by 9:00 AM and parents are certainly free to establish pick up times that best fit their family schedule. Enrollment vacancies are extremely limited. When a vacancy occurs in any specific class the current waiting list is reviewed according to the following guidelines and priorities:

- First priority is given to parents (Belin members) with another child already enrolled
- Second priority is given to parents (non-Belin members) with another child already enrolled
- Third priority is given to parents (Belin members) with no child previously enrolled,
- Fourth priority given to parents (non-Belin members) with no child previously enrolled
- Ability to accept the invitation to enroll your child within a two week window is required

As each category is reviewed to fill a vacancy – the administration of the center evaluates and makes admission decisions that are in the best interest of each individual child and the center. The "received" date of the application within each of these priority categories is one of the criteria used to determine who is offered the vacancy.

**Our waiting list is updated each April 1<sup>st</sup> and it is the responsibility of the parents to renew their application by contacting BCLC in writing between March 15<sup>th</sup> and April 1<sup>st</sup> each year. Failure to communicate with the BCLC Enrollment Coordinator will result in forfeiture of your spot on the wait list. We are unable to place an unborn child on our wait list until the Expectant Mother has provided a due date Once the child has been born, we ask the parents to notify the BCLC Enrollment Coordinator who will determine if a vacancy is available. Ability to accept an invitation to enroll your child within a two week window is required.**

I agree to these guidelines and will notify the BCLC office should the status of, or the information provided with, my *Request to Enroll* change in any way.

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

Please hand-deliver this request to the BCLC office or mail to BCLC, P. O. Box 528, Murrells Inlet, SC 29576  
Questions may be addressed to: BCLC Director 843-651-2930

**For office use only:** Date Received \_\_\_\_\_ Entered into data base \_\_\_\_\_

(01-10) By \_\_\_\_\_ Renewal dates \_\_\_\_\_, \_\_\_\_\_