



Jewish Community Center of Youngstown

Early Learning Center

505 Gypsy Lane Youngstown Ohio 44504

330.746.3251 Ext.123/164 (Fax)330.746.7926

Wait List Application

Parent/Guardian: _____ Date: _____

(____) _____ (____) _____ Email: _____
Mobile Phone Other Phone

JCC/Youngstown Area Jewish Federation/Akiva Academy Affiliation:

____ Student ____ Staff ____ Faculty ____ None

Name and Affiliation (if Applicable): _____

Home Address: _____
City/State/ Zip Code

Child Information

Last Name First Name ("Baby" if unknown) Middle Name

Birth Date/Due Date

Desired Start Date

Gender: _____

Do you have another child in the ELC/School Age Care Program? On the Waitlist?
(Please specify)

Return to:

Jewish Community Center of Youngstown

505 Gypsy Lane, Youngstown, Ohio 44504

(P) 330.746.3251 - (F) 330.746.7926

E-mail: Jima Jenkins (ELC Assistant Director) jjenkins@jewishyoungstown.org

****Waitlist verification is sent via email. If you do not receive verification within two weeks please email Adrienne Achenbach (ELC Director)****

aachenbach@jewishyoungstown.org



Jewish Community Center of Youngstown

Early Learning Center

505 Gypsy Lane Youngstown Ohio 44504

330.746.3251 **Ext.123/164** (Fax)330.746.7926

Waitlist Application Letter

Thank you for your interest in the Early Learning Center @ the JCC. In order to serve our community the best we can, we ask that you fill in the waitlist application and be put onto our list immediately. The largest demand for child care is for children under the age of 2 years. Children are eligible for care at 6 weeks of age; therefore most families that register with a due date will typically wait at least one year before their child is eligible for a space. Children under the age of 2 years have smaller group sizes (8-10 spaces) than our preschool children (20 spaces).

We are excited for you to join our wonderful program; however, we have a waitlist for each of our classes. While the waiting list can be long, our ELC administrative staff often receive declines from several families prior to filling a space. The declines are due to the desired date of enrollment being incorrect, the family is happy with their current child care arrangements or the center's location does not meet the needs of the family. To familiarize you with the waitlist procedures and selection practice for enrollment within the ELC/School-Age Care Program, please review the guidelines below:

- ★ Highest priority in the enrollment process will be given to children of JCC community/Jewish Federation/Akiva Academy employees who have siblings currently enrolled in the same center.
- ★ Priority is given next to parents or legal guardians who work for JCC community/Jewish Federation/Akiva Academy.

There are no "numbers" associated with the waiting list. The ELC administrative staff will call parents on the waiting list based on the following criteria in the order listed below:

- ★ **Sibling Status-** Employees who have a child currently enrolled in the same center get "sibling priority" for their other children.
- ★ **The Age of the Child-** The first family on the waiting list whose child meets the age requirement for the available space will be called. Even if a child is first on the waiting list, if they are 14 months old and the opening is for children 9-12 months old, they will not be called.
- ★ **Desired Enrollment Date (the earliest date you need care)-** Anyone whose desired enrollment date is significantly in the future (more than two months) will purposely be skipped. The Waiting List Administrator encourages employees to review desired dates of enrollment on a regular basis and confirm the dates quarterly. This avoids parents declining spaces unnecessarily.
- ★ **Position on Waiting List-** The first child on the waiting list who meets the age requirement for that space will get the first offer.



Jewish Community Center of Youngstown

Early Learning Center

505 Gypsy Lane Youngstown Ohio 44504

330.746.3251 Ext.123/164 (Fax)330.746.7926

Waitlist Application Letter Con't-

- ★ **Form is Not a Guarantee**-The Wait List Application Form is used to place your child's name onto the ELC/School Age Care Program wait list. This form is not an application and does not guarantee your child's enrollment into a program by the date specified on the form.
- ★ **Center Tours**-A tour will not replace the waitlist application. A tour of the center can be scheduled with an ELC administrator (ext. 125) or a member of the Membership team on certain days and times throughout the year.
- ★ **Accept/Decline a Space:** Parents/Guardians will only be contacted by the ELC Administrator when a space becomes available for their child. Parents\Guardians must notify the center within **two (2) business days of their intention** to either accept or decline the space for their child.

*The **FIRST time** a parent/guardian is offered a space for a given child and that space is declined, or the parent/guardian does not respond within two (2) business days, the child's wait list profile will be given a new application date, i.e., the date of this first decline.*

*The **SECOND time** a parent/guardian is offered a space for a given child and that space is declined, or the parent/guardian does not respond within two (2) business days, the child's waitlist profile application will be closed and filed.*

- ★ **Other Waitlists**-The closure of a child's wait list form from the ELC waitlist does not affect the status of siblings who may also be on the waitlist.

Thank you again for your interest in our Early Learning Center Program.

<p>Adrienne Achenbach ELC Director aachenbach@jewishyoungstown.org</p>	<p>Jima Jenkins ELC Assistant Director jjenkins@jewishyoungstown.org</p>	<p>Alyssa Dulillo Youth Program Coordinator adulillo@jewishyoungstown.org</p>
---	---	--

