

Waverly Child Care & Preschool Reservation Form

Waverly Child Care and Preschool is a private, non-profit agency providing top quality care for 169 children present at any one time. Over 300 families are served annually. According to policy, times of attendance are reserved by the month. This policy helps to ensure an equitable distribution of openings to all families and allows you to arrange for child care according to your schedule.

It is expected and a common courtesy to call the center when your child is not attending on a scheduled day for any reason (illness, etc.). **Please call the center by 9:00 a.m. if your child will not be attending on a day they are scheduled. If we do not receive a call by 9:00 a.m. there will be a \$25 No Call No Show charge per child.**

RESERVING TIME IS EASY. CHECK YOUR SCHEDULE, then mark the calendar with the times and days your child will attend the program. **Please hand in your reservation sheet to front desk by the deadline posted. Families who fail to return monthly reservation sheets to WCCP by the posted deadline will receive a late fee of \$25 per day until the sheet is returned. WCCP reserves the right to decline child care to families on days when they have failed to make reservations and when accepting their children would result in inappropriate teacher/child ratios.**

FAMILIES ARE RESPONSIBLE FOR FEES OF THE TOTAL AMOUNT OF TIME SPENT AT THE CENTER.

CHILD'S NAME: _____ CLASS: _____

FOR THE MONTH OF: _____

BREAKFAST NEEDED (SERVED 7:00 A.M. TO 7:15 A.M.): YES OR NO

PARENT SIGNATURE: _____

Please enter in this manner 8-5 on the calendar

Monday	Tuesday	Wednesday	Thursday	Friday