



Waitlist Agreement

How to Submit the Application

Please find our waitlist form on our website under the “Enrollment” tab. **Please note that the “contact form” IS NOT the waitlist application form.** You must click on the button below that says “waitlist application form”. You will then be directed to a separate form that will open in a new window. Once you complete the application, please be sure to submit the non-refundable fee of \$70.00 via PayPal. This PayPal portal is found next to the “waitlist application form” button. When admitting children off of the waitlist, we will cross-reference our PayPal account to assure that the fee has been paid.

Waitlist Notes & Enrollment Procedure

The waitlist application form does not guarantee enrollment. HLC will contact you when a spot is available. When we do reach out to contact you, it does not necessarily mean that you will receive the open spot. We generally reach out to 5 to 6 families that are atop the waitlist to see which families are interested. If your family is interested, you must respond to the inquiry email **within 72 hours**. If you are interested and you have top priority for the spot, you will then receive an email offering you the spot. Your family will have 48 hours to submit the Service Agreement (found on our website under “Enrollment”). At this time, you must also submit 50% of your first tuition payment to secure your spot. This amount will be applied as a credit towards your first tuition invoice. 30 days before enrollment, you will submit the remaining 50%. If you wish to secure a spot 30 days or less before the anticipated start date, 100% of the tuition amount will be required to secure your spot. Payments to HLC to secure spots are non-refundable. If your family is participating in the Maryland State Child Care Scholarship program, your spot will only be confirmed once you send us a copy of your approved MSDE scholarship voucher.

Priority is determined by the date that your application payment is received via PayPal. Families that have another child currently enrolled in the Learning Center, who has been enrolled for at least 3 months, will be considered an “HLC Family”. That family will



automatically receive priority on the waitlist. If there are multiple HLC families, the PayPal submission date will be the determining factor for enrollment.

It is the responsibility of families on the waitlist to check with HLC management regarding their position on the list. If your family finds care elsewhere, please be courteous and inform us that your family is no longer interested in the space.

Finally, please be aware that HLC assumes that all families applying to our waitlist have read this agreement (effective September 2023). It is a family's responsibility to understand all of the aforementioned policies.

HLC is an equal opportunity center. We do not discriminate based on race, ethnicity, religion, sex, immigration status, socio-economic status or physical and/or cognitive disability. HLC will make every reasonable effort to accommodate a child with a physical or cognitive disability, however, the possibility exists that our center is not fully equipped to serve children with certain disabilities.

Thank you for your interest in our center! We will be in contact with you regarding your child's potential enrollment.

Sincerely,

HLC Management