



## **Yakima Valley Memorial Early Learning Center Waiting List Procedure**

Thank you for your interest in the Yakima Valley Memorial Early Learning Center. Here are some important things to know about our waiting list and enrollment process.

- To put your child's name on the waiting list, simply complete the waiting list form and send it to the ELC with a non-refundable \$25.00 per child placement fee.
- For infants, this form can be accepted ONE month prior to the due date or later.
- Your child's name will go on the waiting list according to the date submitted.
- Once a space becomes available for your child you will be notified and have one week (7 days) to accept or decline the space.
- If you have not enrolled your child within the one week window, we will remove him/her from the waiting list and offer the available opening to the next person on the list.
- In order to be put back on the waiting list, you will need to complete a new form and send in with another \$25.00 waiting list fee.

Feel free to contact us at any time with waiting list or enrollment questions.

**Email:** [ashleywoodall@yvmh.org](mailto:ashleywoodall@yvmh.org) or [mikealallenbaugh@yvmh.org](mailto:mikealallenbaugh@yvmh.org)

**Phone:** 575-8288 (Main Center) or 576-7748 (Creekside)



## Yakima Valley Memorial Early Learning Center Waiting List Form

**Please return this form with a non-refundable \$25.00 per child placement fee to add your child's name to the waiting list.**

Send form to:  
YVM ELC  
2811 Tieton Drive  
Yakima, WA 98902

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First Middle

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First Middle

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Last First Middle

Preferred Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian Name (Memorial Employee): \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City State Zip

Email Address: \_\_\_\_\_

Check the schedule option you are interested in:

- 5 days/week     4 days/week     3 days/week     2 days/week

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

**Office Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Payment Received