



Waiting List Procedure

Thank you for your interest in the MultiCare Yakima 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: ashley.woodall@multicare.org or mikeal.allenbaugh@multicare.org

Phone: (509) 746-4550 (Main Center) or (509) 746-4555 (Creekside)



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:
MultiCare Yakima Memorial – 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