



Central Early Learning Center

9739 Joor Road
Baton Rouge, LA 70818
(225) 261-1743



Enrollment Policy and Process

Thank you for your interest in Central Academy & Child Care. We are delighted that you have considered becoming part of our family. Please be aware that our enrollment policy is a first-come, first-served basis.

ENROLLMENT PROCESS

To be considered for a position at Central Academy & Child Care, the completed enrollment packet, \$100.00 registration fee, and first week's tuition must be received.

Waiting List

Children are entered onto the waiting list for the first available space in the order in which contact information is received. We will list families on our waiting list no earlier than 6 months before expected date of enrollment.

When a space becomes available, the child chosen for enrollment is determined by reviewing the waiting list and issuing priority according to eligibility. The waiting list will be searched beginning at the top for the first age-appropriate child and the date of desired enrollment. Age and date of desired enrollment must coordinate with date the space is available.

We encourage all families on the waiting list to provide updates on current contact information and child's official date of birth, if necessary.

Determination of Available Space

We are committed to enrolling eligible children from the waiting list as soon as openings become available. Openings within the center normally occur as a result of:

- a currently enrolled family providing written notice of a child's last day of attendance, or
- children promoting to other classrooms within the center

Most openings typically occur at the end of May and the middle of August, but occasionally openings occur other times during the year.

Notification of Available Space

When a position in a room becomes available we will contact the family by phone to offer the space. The family will be given 48 hours to accept or decline the space. This short time frame is so that families on the waiting list have the shortest wait possible.

If the space is accepted, the family must complete and return the enrollment packet, \$100.00 registration fee, and the first week's tuition no later than 3 days past acceptance.

If the enrollment packet, registration fee and the first week's tuition is not received within 3 days we will contact the family by phone. If the family is unable to be reached, the space will be offered to the next family on the list.

NON-DISCRIMINATION POLICY

It is the policy of Central Academy & Child Care that no person will be discriminated against on the basis of race, color, national origin, sex, age, or disability.