

RBA Corporate Child Care: Pre-registration Form

Date: _____

Child's Name: _____ Gender: Male/Female

Date of Birth: _____ Preferred Start Date: _____

Preferred Schedule:

To assist us with your child commencing the program please confirm the days and times that you would like your child to attend our program. Please note **we do not offer any part-time mid-week spaces**. For example a three day or two day space would be at the beginning of the week or the end of the week.

	Arrive	Pickup
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

***Please note hours of operation are from 7:30am to 5:30pm.**

Parent/Guardian Contact Information

Parent/Guardian Name	Parent/Guardian Name
Day Time Phone Number	Day Time Phone Number
Cell Phone Number	Cell Phone Number
Email Address	Email Address

*Please submit this completed form to the child care office. **This guarantees your child's admission to the RBA Corporate Child Care Program as space permits.** We do our best to provide you with a space on or as close as possible to your desired start time according to your position on the waitlist. The Child Care Administration Team will contact you periodically to update you regarding our availability. **We do require a non-refundable deposit equal to one-month fees once you receive notification of a confirmed space.***

*Admission to RBA Corporate Child Care is provided on a priority basis to RBA employees. If your employment with RBA ends while your child is on the waitlist, your child will be moved to the waitlist for non-RBA employees. If your child has been offered a placement with RBA Corporate Child Care but your child has not yet started the program when your employment with RBA ends, this offer will be revoked, and your child will be moved to the waitlist for non-RBA employees. **Please notify us if there is a change to your employment status with RBA.***