



Campus Kids Wait List and Enrollment Procedure

Thank you for your interest in enrolling your child at Campus Kids. Listed below is the procedure for placing your child on the Campus Kids wait list and enrollment procedure. Please feel free to contact us at 513-785-3011 or visit our website at <http://www.ham.muohio.edu/campuskids> if you have any questions.

1. First you must complete the Registration form either online or in person at Campus Kids.
2. After you complete the Registration form, the form will be kept on file for two academic semesters. We will contact you only if there is a slot available or if we need additional information. Please feel free to contact us if you have any questions or would like to make sure we received the form.
3. We request that parent/guardians update the form anytime there is a change of information such as hours of care requested and/or contact information.
4. During the time of open enrollment and/or when a slot becomes available, a Campus Kids staff member will call to update the registration form. **This update does not mean your child has a slot. It is only to update the form.** We will make two attempts to contact parent/guardians including leaving messages on voice mail. It is the parent/guardian's responsibility to return the call if a message is left. If there is no contact with the parent/guardian after two attempts to contact, the child is removed from the wait list.
5. A Campus Kids staff member will contact the parent/guardian when a slot becomes available for his/her child. The staff member will officially offer the slot to the parent/guardian and ask for the registration fee. Again two attempts will be made to contact the parent/guardian stating a slot is available including leaving messages on voice mail. If no contact is made after two attempts, your child is removed from the wait list and the slot is offered to the next child on the wait list.
6. Once a parent/guardian accepts a slot, a non refundable registration fee must be made within 5 business days or the slot is forfeited.
7. After the slot is accepted and the registration fee is paid, additional required paperwork will be given to the parent/guardian to fill out and the official start date will be determined.