



## **Waiting Pool Information and Procedures**

Welcome to Gloria Dei Early Childhood. Our Early Childhood Ministries (ECM) provides a loving Christian environment for the care and education of children from the ages of 6 weeks through Kindergarten. The program features a developmental curriculum designed to help children grow socially, emotionally, cognitively, physically and spiritually.

We are blessed that you have chosen our school for your child. At this time we do not have the space available, per your request. Please note that by putting your child in the waiting pool, we will periodically contact you throughout the year to inform you of registration dates and to let you know what openings may have come available. You may contact the school at any time to inquire on the status of availability. Our program hours are from 7:00am to 5:30pm; you may call anytime during those hours, at (281) 333-3323. Or you may visit us our web site, [www.gdlc.org](http://www.gdlc.org) (and click on "Our Preschool").

The procedures of the waiting pool are as followed: A member of the ECM Administrative Office will contact the parents or legal guardian of child in the waiting pool regarding availability of an opening in the program. At the time of notification, the parent/legal guardian has 48 hours in which to reach a decision concerning acceptance of the opening. After the end of the 48-hour period the registration fee will be required to secure the child's placement into the program. Several attempts will be made to contact the parent/legal guardian; however, if no answer is received at either work or home phone after 72 hours, that child will remain in the waiting pool and we will move to the next eligible family for allocation of the opening. It is the responsibility of each parent in the waiting pool to notify the ECM Office of any changes in their contact information or request for availability.

Thank you again for your interest in the Gloria Dei Early Childhood Ministries.

God Bless,  
ECM Administrative Staff



