

## Child Development Center Policies & Procedures

The CDC is currently accepting applications to be placed on our waitlist. Please complete the online application or print the form and mail directly to the CDC. The Wait List registration form is used to place your child's name within our system. This registration form is not an application and does not guarantee your child's enrollment into a program by the date specified on the form.

Please note the following guidelines:

- Registration forms are kept in chronological order of when they are submitted to the CDC. Your child is assigned a registration date not a number.
- If you wish to have your child's name on more than one of the CDC's wait lists, you must note each of the programs you desire on the registration form.
- Since there are many different factors that affect the enrollment selection process i.e., when children on the wait list have siblings already enrolled, or when children already enrolled age-out of programs, as well as the movement of children within the program, there are too many variables to give an exact number or position on the wait list.
- Parents/Guardians will only be contacted by the Center Director when a space becomes available for their child.
- Parents/Guardians may call the child care center to discuss specific space availability within the program.
- **If you need to add a child, add a center, or change any of your information on your profile and you have already registered on-line, you must call the CDC to make those changes.**
- Parents/Guardians registered on the wait list may be contacted for follow-up to assure that their information is still accurate e.g. and to verify their desire to continue to remain on the wait list. If your contact information changes and the CDC is not notified, your child's name may be removed from the list.

After you read these guidelines, if you are still interested in placing your child's name on the wait list, you may complete the On-line Wait List Registration Form.

Additional questions, please call the CDC at 703-534-5739.