

SMALL SAVERS CHILD DEVELOPMENT CENTER

Dear Parents,

Thank you for your interest in Small Savers Child Development Center. Please complete the attached Wait List Application and return it with a \$100.00 non-refundable fee *as soon as possible*. You will be asked to complete our registration package upon acceptance into the Center.

Small Savers maintains a Waiting List for each month. In order to be placed on the List, you should select a month that will work strategically for your family. You will be placed on the List on the date we receive your completed application and fee. **CHILDREN MUST BE AT LEAST 6 WEEKS OLD TO BE ENROLLED IN THE CENTER**, however, they may be placed on the Waiting List at any time. The following criteria is used in placing your application:

1. **Sibling Priority** – Families with children already enrolled in the Center receive highest priority on the Waiting List.
2. **Place of Employment** – Office of Thrift Supervision employees receive priority over other applicants.
3. **Staff Priority** – Children of staff working at the Center
4. **Alumni Priority** – Children of alumni parents receive priority on the waiting list
5. **Age of Child** – We accept children based on our ability to assure transition from room to room throughout the Center.
6. **Date of Application** – The earlier your application is received, the better position it tends to have on the List.

Families enrolled in the Center are required to give four weeks advance *written* notice on (or before) the first of the month *before* the child leaves the Center. When an opening is available, we select a child from the Waiting List (based on our priority criteria) to fill a vacant space.

If we are unable to accommodate your application, we will be happy to reposition your application for *one* other month. Please be aware that **it will be re-dated when repositioned**. Often, we are unable to accommodate applications as we have more applicants than vacancies; we apologize for this inconvenience. It is for this reason we recommend that you apply for admission to several centers at the same time.

Throughout the year we update the Waiting List by contacting you to determine your continued interest. This enables us to make enrollment predictions. We also ask that you telephone us periodically to keep us posted on your progress, needs or changes for the Waiting List.

If you have any questions regarding the Center or procedures of the Waiting List, please call or fax the numbers below, or email me at smallsavers@verizon.net.

Carolyn Mackey
Director

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