

Dear Parents:

Thank you for your interest in Small Savers Child Development Center. Please complete the attached Waiting List Application and return it with a **\$75.00 non-refundable deposit** as soon as possible. You will be asked to complete our registration package upon acceptance into the Center.

Children must be at least **six (6) weeks old** to be enrolled in the Center. They may, however, be placed on the Waiting List at any time. Please note that the Center's certification policy only permits children up to one (1) year of age in the Infant Room. Children older than one year are not placed in the Infant Room.

Small Savers maintains a Waiting List for each month/year. To be placed on the Waiting List, you must complete the attached Waiting List Application. You must indicate a desired start month/year on the application and return it, with deposit, to the Center. You will be placed on the Waiting List on the date that we receive your completed application and deposit.

Applications are placed in the following order of priority:

1. **SIBLING PRIORITY:** Families with children already enrolled in the Center receive highest priority on the Waiting List.
2. **PLACE OF EMPLOYMENT:** Children of Office of Thrift Supervision (OTS) employees receive priority over other applicants.
3. **STAFF PRIORITY:** Children of staff working in the Center receive priority on the Waiting List.
4. **ALUMNI PRIORITY:** Children of alumni parents receive next priority on the Waiting List.
5. **GENERAL PUBLIC:** Finally, applications from the general public are ranked in the order in which they are received.

Families enrolled in the Center are required to give **four (4) weeks advance written notice** on or before the first of the month before a child leaves the Center. When an opening is available, we select a child to fill the vacant space from the Waiting List, based on the above-listed priority criteria.

If we are unable to place your child in the month/year that you selected on your application, we will (upon request) re-position your application to **one (1) other month**. In the alternative, you may request that your application be placed on the Toddler One Waiting List (for children between one year of age and two years of age). You must indicate a desired start month on the Toddler One Waiting List as well. Be aware that, while your application remains active, it will be **re-dated when it is repositioned**, which based on the above criteria puts it at the bottom of the priority list.

We are often unable to accommodate applications as we have many more applications than vacant spots. For this reason, we recommend that you apply for admission to several centers at the same time. We apologize for this inconvenience.

Throughout the year we update the Waiting List by contacting you to confirm your continued interest in a spot at the Center. We also ask that you telephone us periodically to keep us updated on any changes to your situation. This enables us to make enrollment predictions.

If you have any questions regarding the Center or the Waiting List procedures, please call me at 202-906-6312 or email me at [smallsavers@verizon.net](mailto:smallsavers@verizon.net).

Carolyn Mackey  
Director