

Waiting List Policies and Procedures

Application

A completed Request for Enrollment Application must be submitted to the FSU Child Development Programs Office to apply for admission to our child development centers. When the completed application is received in our office, the child is placed on our waiting list. The application is available on our website at www.childcare.fsu.edu. Currently, it cannot be submitted electronically but may be submitted via fax at 850-644-7997 or by US postal service to FSU Child Development Programs, University Housing, 942 Learning Way, PO 3064174, Tallahassee, FL 32306-4174.

Waiting List

We maintain one central waiting list for our centers. As the list is usually long, especially for the Infant and Toddler Child Development Center, it is important to apply as early as possible. The average wait time for enrollment varies depending on the parent classification (i.e. FSU student, FSU staff/faculty, community) and the age of the child. As children continue to age while on the waiting list, they are automatically considered for any space that becomes available at any center for which they qualify for by age.

A “waiting list number” is generated for each completed application and is based solely on the date the application is received by our office. Our office will notify you by e-mail when we have received your application along with your waiting list number.

Children of FSU students are given priority over all others on the waiting list. Pell grant recipients are given preference as are siblings of children currently enrolled in our centers.

When a space becomes available, the director of the center provides an age range of children eligible to fill the vacancy. A computer program generates a list of all children who meet the age requirements. The program then assigns the priority in this order: Parent status (FSU students receive first priority, then FSU staff/faculty and finally, community), Pell grant recipients, siblings currently enrolled in our centers, and the date of application which determines the priority within each group. Following verification of student status, beginning at the top of the list, parents are **notified by e-mail** that a space is available for their child. Parents must be enrolled and registered for class at the time the space becomes available to be eligible for the student priority.

Parents are given **48 hours** to notify our office of their decision to either accept or decline an enrollment offer. If the space is declined, the child drops to the bottom of the waiting list. The date of the application will then change to the date that the space was declined. If parents are not able to accept a placement because potty training is not yet completed, the child will remain in the same spot on the waiting list. If parents fail to respond or contact us with the 48 hour window, the child is removed from the waiting list.

It is the parent's responsibility to ensure that FSU Child Development Programs office has correct and current contact information including e-mail address and current telephone number. If the parent cannot be reached due to insufficient or invalid contact information the child is removed from the list.

Enrollment

When an offer of enrollment is accepted, a start date is set for the child. Parents may be allowed to delay enrollment for a maximum of 30 days to provide notice to a current provider. Enrollment may not be delayed longer than 30 days. Parents must complete the entire Enrollment Packet prior to the first day of attendance.

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