

# Wait List Guideline

Child's Name \_\_\_\_\_

1. There are waiting lists for children 6 weeks to 24 months for the CDC Main, 2-5 years old for the CDC West and Harbor CDC, 5-9 years old for the School Age Program and 10-12 year olds for the School Age Annex. Requests for care are placed according to priority for care, registration date, and readiness to accept care.
  - a. The "need" list is for children who will accept care within two week's notice. Program staff shall first offer enrollment to children on this list over the "want" list.
  - b. The "want" list is for children who are not ready to accept enrollment within two weeks. Child's name in the "want list" shall be moved to the "need" list and activated when the parent/s notify the program that the child is ready for care within the specified timeframe. An unborn child will be placed on the want list and will be activated once parents call. Parents must call 2 weeks after child is born to activate their child on the waiting list. Parents en route to Hickam will also be placed on the want list. It is the parent's responsibility to contact us to activate the child's request for care.
2. The waiting list application (DD Form 2606) must be completed accurately so that children's names are placed on the list accordingly. A copy of Military or Department of Defense Employee ID as proof of employment should be submitted with the waiting list application. Enrollment can be denied if wrong information is provided.
3. Once enrollment slot is offered and if declined, the name of the child shall be moved to the bottom of the list using the decline date as new request for care date. When a second offer is made and declined, the name of the child shall be removed from the waiting list.
4. Children's names shall be moved to the next age group waiting list up to 30 days prior to reaching that age. New age group placement shall depend on the request for care date and previously designated priority.
5. The program is required to contact parents every other month to ensure that the need status is current. If program is unable to reach the parent/guardian after 3 days, the child's name will be removed from the waiting list. Exceptions to this will be handled on a case-by-case basis.
6. When a slot becomes available, parents will be notified by phone at the numbers provided. If parents do not contact the program to accept the position within 24 hours of being offered, the next child on the list shall be offered the position.
7. In the event of a sudden vacancy, the 24 hours mentioned in #6 shall not be applicable. The enrollment shall be given to the first person who accepts the enrollment position on the date indicated.
8. Placement on the waiting list may go up or down due to priority and request for care dates. See our priority for care policy.
9. Parents must ensure that the following are accomplished prior to their child's start date:
  - a. Current Immunization to include TB, Seasonal Flu and H1N1 on record is submitted
  - b. Recent Leave and Earning Statements are submitted
  - c. Certified family care plan is initiated/submitted if single or dual military
  - d. Orientation with room staff

My signature below indicates receipt and understanding of the above guidelines

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date