

# Wait List Application University of Virginia Child Development Center



For Office Use Only

Date: \_\_\_\_\_

Done By: \_\_\_\_\_

Submit Date \_\_\_\_\_ Child's Birth Date (or due date) \_\_\_\_\_

Child's Last Name \_\_\_\_\_ Child's First Name \_\_\_\_\_

## FATHER'S INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UVA Faculty       UVA Staff       UVA Student       UVA Hospital Employee  
 UVA Contractor Employee     UVA Foundation     JAG school     No UVA Affiliation

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Emails: UVA \_\_\_\_\_@virginia.edu      Other \_\_\_\_\_

## MOTHER'S INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UVA Faculty       UVA Staff       UVA Student       UVA Hospital Employee  
 UVA Contractor Employee     UVA Foundation     JAG school     No UVA Affiliation

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phones: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Emails: UVA \_\_\_\_\_@virginia.edu      Other \_\_\_\_\_

**Wait List Policy:** Information on the Wait List Application **must be complete and up to date**. It is the responsibility of the submitter to inform the Center of changes. If you cannot be reached, your application will be discarded.

1. Enrollment is offered based on priority and date of submission. University full time faculty/staff/students are Priority 1; UVA Health System full time employees are Priority 2; University and UVA Health System part time employees, affiliated foundation full time employees and contractor full time employees (see specific criteria below) are Priority 3. Siblings of enrolled children are moved to the top of the priority list.
2. A child is offered enrollment only into a classroom that is age appropriate for the child.
3. When a space is offered, the parent has 72 hours to accept or decline the space. If the parent declines the offer, the child will be moved to the end of the wait list.
4. If an attempt is made to contact a parent to offer a space and the parent cannot be reached within 72 hours, the vacancy will be offered to the next child on the list. If another space becomes available, a second attempt will be made to contact the parent. If there is no response within 72 hours, the child will be removed from the wait list.
5. Once a space is accepted, registration fees must be paid within 72 hours. Tuition payments must begin no later than two weeks after accepting enrollment.