

FAA/DOT Child Development Center
800 Independence Ave, SW Washington, DC 20591
P.O. Box 44094 Washington, DC 20026
202.267.7672 / 202.267.7673 / 202.267.5532 Fax

WAITLIST ENROLLMENT FORM

Thank you for your interest in our program.

The waiting list in the infant center tends to be quite long. Our capacity is 16 infants/toddlers (8 infants/8 toddlers). Slots generally become available only when one of our toddlers turns two years old and moves to the Toddler II classroom. We have a very slow turnover rate. While we would like to accommodate all of the children on our waitlist, please remember that there are various factors that determine when a space becomes available. These include availability in a classroom; the developmental readiness of a child; and sibling priority.

Slots are also determined by the birthday and developmental readiness of the children already enrolled in the center. It is therefore possible that several slots would be available in one month, or that no slots would be available for several months.

In order to place your child on the waitlist, you must complete the Waitlist Enrollment Form, submit the \$100 fee, and provide accurate contact information: your name, agency, two contact numbers and an approximate due date or birth date.

We will notify you once a slot becomes available. At that time, you may come for a tour and begin filling out the enrollment package. A \$50.00 registration fee is required as well as a deposit which is 50% of the current tuition rate. The deposit fee is refundable if you provide us with one month's written notice of your withdrawal. Should you decline, we would go to the next person on the list and offer the slot to them. There is an annual waitlist renewal fee of \$50. (Please speak with us for more information.)

Siblings are given priority status on the waitlist. Once your child is enrolled in FAA/DOT Child Development Center, you are guaranteed an opening should you expect another child. **PLEASE** inform us as soon as possible so that we can plan accordingly.

Should you find other care for your child, please be considerate to the other parents on the waiting list. Notify us by calling (202) 267-7672 or (202) 267-7673 so we can remove your name from the list.



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FOR CENTER USE ONLY

Enrollment Date: _____
Space Needed: _____
Sibling: _____
\$100 Fee Paid By: _____

WAITLIST ENROLLMENT FORM

CHILD INFORMATION

First Name: _____
Last Name: _____
Date of Birth: ____/____/____ Age ____
Male or Female: _____

PRIMARY GUARDIAN INFORMATION

(If a Guardian is employed with one of our Sponsors, then that Guardian must be listed as the Primary Guardian)

First Name: _____
Last Name: _____
Relation to Child: _____

Home Phone: (____) _____
Cellular: (____) _____

Address: _____
City: _____
State/Zip: _____/_____

Employer: _____
Address: _____
City: _____
State/Zip: _____/_____
Work Phone: (____) _____ Ext. _____

Email (home): _____
Email (work): _____

SECONDARY GUARDIAN INFORMATION

First Name: _____
Last Name: _____
Relation to Child: _____

Home Phone: (____) _____
Cellular: (____) _____

Address: _____
City: _____
State/Zip: _____/_____

Employer: _____
Address: _____
City: _____
State/Zip: _____/_____
Work Phone: (____) _____ Ext. _____

Email (home): _____
Email (work): _____

I hereby authorize FAA/DOT Child Development Center, Inc. to use the email address listed for the purpose of sending information pertaining only to FAA/DOT-CDC.

Primary Guardian's Signature _____