

Waitlist Enrollment Instructions:

1. **Completely fill out the waitlist enrollment (one per child) and email, fax, or deliver in person to the DDE Center.**
2. **If using email please include both Rebecca and Danielle.**

Email Contact	Mailing Address	Fax Number
Danielle.egan@usu.edu Rebecca.baron@usu.edu	DDE Center 2600 Old Main Hill Logan, UT 84322-2600	435-797-1567

3. **Pay the \$35.00 non-refundable registration fee per child can be made in person or over the phone (435-797-3657) by credit or debit card.**

Dolores Doré Eccles

Center for Early Care and Education

OFFICE USE ONLY:

Date Received: _____
Date Paid: _____

WAITLIST APPLICATION

Please Check:

Sibling Currently Enrolled

First Time Applicant

Returning Student

	Infant	Toddler	Jr. Preschool	Sr. Preschool
Tuition:				
Full Day	\$1,201.20/month	\$1,081.50/month	\$961.80/month	\$865.20/month
Half Day	\$600.60/month	\$540.75/month	\$480.90/month	\$432.60/month

Child's Name _____ Name preferred _____
 Birthdate/Due Date _____ Present age _____ years _____ months
 Parent(s)/guardian name with whom child lives _____
 Mailing address _____ City _____ Zip _____

Parent 1 Name _____ A# _____
 Contact Information: Home # _____ Work # _____
 Cell # _____ Email _____
 Relationship to USU (Please all that apply)

USU Student
 USU Faculty/Staff
 Community

Parent 2 Name _____ A# _____
 Contact Information: Home # _____ Work # _____
 Cell # _____ Email _____
 Relationship to USU (Please all that apply)

USU Student
 USU Faculty/Staff
 Community

Enrollment Options

Check all Preferred Enrollment Options

<input type="checkbox"/> M-F Full Day 7:45-5:15	<input type="checkbox"/> M-F Half Day AM 7:45-12:30	<input type="checkbox"/> M-F Half Day PM 12:30-5:15
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I understand that my child will not be added to the waitlist until I have paid the registration fee.

I have read, understood, and completed the waitlist policies attached with this form.

Parent Signature _____ Date _____

Dolores Doré Eccles Center for Early Care and Education

Waitlist Policies

- _____ Initials 1. The waitlist is prioritized to serve students, faculty, and staff before openings are offered to the community. Up to 25% of enrollment must serve student families so at times students have a high priority for any openings. **Current families adding time and siblings of currently enrolled children are also given the highest priority for any available openings.** This can lead to varied wait list times.
- _____ Initials 2. Openings are filled based on the vacant slot. For example, a vacant M-F Full Day slot will be filled with the next available M-F Full Day wait list child. If a family has flexibility and would like to take any opening regardless of schedule they should note that on their registration form.
- _____ Initials 3. When an opening is offered it will be for the schedule noted on the registration form. Families are strongly encouraged to update their requested schedules when changes occur so that we can ensure we are offering the appropriate spot.
- _____ Initials 4. Openings may come available at any time. We understand that families may not be able to take an offered opening. However, the DDE Center cannot hold an opening without receiving tuition. If a family does not wish to enroll at the time a spot becomes available, they may choose to remain on the waitlist, but they will be placed at the bottom of the waitlist. Families must understand that it may be a very long time before another opening is available.
- _____ Initials 5. The DDE Center works very hard to accommodate as many children as possible. However, we limit the number of children in each class, and in some cases restrict the schedule options, so that we can assure each child is receiving the best care. For this reason, some requested schedules can be difficult to accommodate, which can lead to increased wait times.
- _____ Initials 6. We cannot accurately estimate the wait time for enrollment as many factors play into a slot being available.
- _____ Initials 7. We contact families via email when a space is available that meets the requested schedule. If your email address changes, please update your contact information with us.
- _____ Initials 8. We contact all waitlist families each year to make sure we have the most up to date information. You will be asked to select your current enrollment preference, update your university affiliation, and also enter your contact information so we can make sure it is up to date. **If you do not participate in these updates it can result in delayed times when filling spots, or possible removal from the waitlist entirely.**

I have read and understand the above information about the DDE Center wait list.

Family Signature _____ Date _____

DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.