



From Waitlist to Enrollment

Waitlist

An active waitlist application is required to be eligible for an enrollment offer. Renewing your application during the February annual renewal period will keep your application active. Directions for renewing are sent via e-mail and US mail to the address listed on the waitlist application each February. You will receive e-mail verification of your renewal during March.

At times other than the annual renewal period, waitlist application changes can be made by calling the Child Care Program. Keeping your waitlist application accurate is important. Call if your child is born, you are hired and get an OSU ID number or your e-mail or mailing address changes. OSU employees need to change personal information (phone, address etc.) through their HR representative in order to change the information in the Child Care Program database.

Tours

Waitlist families are encouraged to tour the program prior to receiving an offer. Prior program knowledge will assist you in making a decision within the allowed timeframe when an enrollment is offered. To register for a tour, call the main number, 292-4453.

Waitlist Time

Waitlist time varies. Some families may wait months and other families may wait well over a year. Applications are ordered according to date received, however, other factors affect enrollment offers.

- Enrolled family status. The program's first commitment is to the families that are currently being served. Siblings of enrolled children have priority for available enrollments.
- Age of child. Children are enrolled in classrooms with a similar age peer group. Children applying at the same time and differing in age by only a few months may be offered enrollments at different times.
- Hospital priority. The medical center designates priority status for some employees. Enrollment can be based on the hospital employee's part-time work schedule.

- Family enrollment preference. Most enrollments are full-time or accommodate hospital priority work schedules. A limited number of part-time enrollments are available for families without hospital priority.
- Time of year. Enrollments are offered throughout the year, however, the greatest number of enrollments become available in late summer and early fall, when children transition from our program to elementary school.

Enrollment Offer

When your application is selected from the waitlist the Child Care Program will notify you of your eligibility to enroll by e-mail. Families are asked to reply to enrollment offers within two days. Your tuition start date is set by the Child Care Program and is at least 2 weeks from the date of offer. An enrolling child may begin attending at a date later than the tuition start date.

Families declining their first enrollment offer will remain on our waitlist and be eligible to receive a second enrollment offer beginning the following spring. (Families wishing a second offer in the same year may submit a written/e-mail request.) If a family declines a second enrollment offer, the family's waitlist application becomes inactive and it is necessary to contact the Child Care Program to reapply for any future enrollment offers.

Family Orientation

Enrolling families participate in a Family Orientation designed to give you and your child the time and information you need to comfortably transition into our program. The process includes:

- Completing enrollment paperwork and meeting with an administrator to finalize the paperwork
- Meeting with the classroom supervisor for a program orientation
- Meeting with your child's teacher to share information about your child and learn about your child's classroom
- Touring your child's classroom

The week before a child begins attending the program is designated for visiting. During this time, parents/guardians bring the enrolling child to visit the classroom. We consider this an essential part of the enrollment process, providing children with a supported introduction to our program and parents/guardians an opportunity to experience the classroom with their child and from their child's perspective.