

**VCU School of Education
Child Development Center**

Wait List Application

Return to 1128 Floyd Ave., Richmond, VA 23284 or cdcsoe@vcu.edu

Application Fee: \$25 (Checks payable to VCU CDC or online at www.cdc.soe.vcu.edu)

Child's Name: _____ Child's DOB or EDD (required): ___ / ___ / ___

____ Current families check for sibling preference. Child's Name / Class: _____

Parent / Guardian 1 Faculty Staff Student Other

Name Home / Cell Phone

Home Address

VCU Department or Employer VCU or Work Phone / Email

Parent / Guardian 2 Faculty Staff Student Other

Name Home / Cell Phone

Home Address

VCU Department or Employer VCU or Work Phone / Email

Any additional comments, questions, or special needs:

Enrollment Process:

Enrollment continues on a rolling basis as spots become available. Applications are sorted by age and date submitted, and priority is given in the following order:

- 1) Siblings of currently enrolled children;
- 2) School of Education employees;
- 3) VCU faculty, staff, or student families;
- 4) Community members outside of VCU may be enrolled when no VCU family is eligible to fill an open spot.

When a spot becomes available, we will contact the first eligible applicant on the wait list. The family will be given the opportunity to tour the center and have a week following the tour to accept or decline the spot. If the family accepts, they must begin attending within 30 days, or the spot will be forfeited and the next family on the list will be called.

This application does not guarantee enrollment.

Parent / Guardian Signature

Date

Office Notes

Date Received

Fee Received
