



## **SSA Child Care Centers**

### **WAITING LIST PROCEDURE and POLICIES**

Any SSA employee may complete and submit a waiting list form to the SSA child care center at Woodlawn or Metro West in order to be placed on the center waiting list. Each waiting list form will be kept by the date of submission for the desired age group. SSA families with a sibling already enrolled will receive priority over other SSA families. Other federal employees will receive second priority, and community families will receive third priority. SSA Child Care does not charge a fee for families to be placed on the SSA Child Care Center waiting list.

Once families have been offered an enrollment opportunity, they will pay a non-refundable registration fee of \$80 for one child, \$130 for two or more children. Registration fees paid after Sept 30 are prorated. After the initial enrollment, all families pay the annual registration fee each January.

Families have 48 hours to decide to enroll after they are offered a spot. They must pay the registration fee, and pick up the registration packet by that time. We will move to the next name on the waiting list after 48 hours. We will hold a space for up to two weeks after the registration fee is paid. If families need longer than two weeks to start, they must pay the weekly tuition or bump back to next on the waiting list. If a parent chooses not to enroll at the time a space is offered, they will bump back to next in line.

Families must pay a two week security deposit for their child/children before the child starts. The deposit will only be refunded with a written cancellation notice to the Center Director prior to the child's start date. After the child is attending the Center, the security deposit is applied towards the tuition charges of the child's last two weeks attendance prior to withdrawal from the Center.

Tuition must be paid bi-weekly, beginning with the first week of attendance. Tuition must be paid in advance, either on Monday or the previous Friday. If families are utilizing EFT (electronic funds transfer) or Payroll Deduct (SSA only), they must pay by check or money order until these automatic withdrawals are in operation. Community parents must use EFT or pay monthly tuition by check, payment due at the first of each month.