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**North Central State College/The Ohio State University—Mansfield**

**Child Development Center**

2441 Kenwood Circle, Mansfield, OH 44906

Phone: 419-755-5600 \* Fax: 419-755-5605

Child Care Wait List Process: Please Read

To Parent/Guardian of Wait List Applicant,

Thank you for your interest in North Central State College/The Ohio State University-Mansfield Child Development Center. As per your request, I am enclosing a wait list application for your child along with a brief outline of our Program(s).

The Child Development Center maintains an ongoing wait list for new enrollments. Parents/guardians wishing to have their child’s name placed on a waitlist for enrollment **must first complete a wait list application.** Our program is often at capacity and start dates can be difficult for the enrollment team to project. The enrollment team is responsible for managing the wait list and enrolling new families. Openings are filled on a first come first serve basis with the exception of the following priorities:

* Children who are currently enrolled in our program receive priority for transitioning into an older classroom
* Siblings of children who are currently enrolled also receive priority
* Families in crisis can qualify for a priority enrollment if our program has the ability to meet the needs of the child
* Children whose parent is a Child Development Center staff member

All required paperwork must be completed before a child can be admitted. This paperwork includes (but is not limited to) physicals, immunization, enrollment packet, enrollment fee, and financial paperwork. The Child Development Center requires that all families entering into our program resolve all outstanding debts with the school before your wait list application can be processed. No slots will be held for children until they are ready to enter the program. When a child on the wait list is contacted regarding an opening, families have 24 hours to respond to the offer, if there is not a response the enrollment team will move to the next child on the list. If the enrollment team has offered enrollment several times and a family has chosen to pass on the offers but wanted to remain on the list, the enrollment team will remove the family after the third offer. Families may contact us later if their needs change but it is very important for us to keep an accurate list of families that are actively looking to start care as soon as possible. Please remember that being on the wait list does not guarantee child care on the date you request it. If we cannot meet your needs for your requested date, your child’s name will remain on our waitlist (and automatically move up through the Programs) until a spot is available.

Although **we typically do not call families on the waiting list unless there is an opening**, from time to time we may contact your to see if your needs have changed since your initial waitlist application (even if a spot is not currently available) so we can maintain and accurate waiting list. If you have any questions about completing the wait list application, would like to update your contact information, need to change your schedule requested, or just to check on your waiting list status please do not hesitate to call 419-755-5600 or email at CDC@ncstatecollege.edu.

Sincerely,

Kimberly Washington

Director