

## Waitlist Procedures and Fee

The George Mason University Child Development Center was established to support University faculty, staff, and students by providing a quality on-site childcare and play-based preschool program. Families wishing to enroll in our program must first secure a space on our Waitlist by completing the following registration process.

Please complete an initial registration form, located on our website [cdc.gmu.edu](http://cdc.gmu.edu). Once you have completed your form, please submit to the management team of the CDC via email at [cdc@gmu.edu](mailto:cdc@gmu.edu), along with a NON-REFUNDABLE waitlist fee of \$75/child. Fees may be submitted via our website using the payment link. We date-stamp registration forms when payments are received to maintain order of application.

Once your form is reviewed, you will be placed on the waitlist in accordance with the priority system below, and we will contact you to confirm receipt of your registration. Once registered for the Waitlist, your child will remain on the list until space is available, or you notify us that you are no longer interested in enrolling your child in our program. You may contact us at any time to acquire a status update on availability at the center; however, we can project anticipated availability more accurately as we near your desired start date. For questions and updates, please email us at [cdc@gmu.edu](mailto:cdc@gmu.edu).

## Enrollment Priorities and Procedures

The George Mason University Child Development Center observes the following enrollment priority system:

- 1) Children of currently enrolled families
- 2) Mason faculty, staff, and students
- 3) Mason vendors\*
- 4) Community families

\*Mason Vendor: Business affiliated with but not financially supported by University.

**Please note: If enrolled as Mason affiliated family and your employment at George Mason ends or student status expires, families will be changed to non-Mason status, and a new tuition rate will be applied the first of the month following the separation.**

If any of your family's information (i.e. home or work phone numbers, address, Mason affiliation) changes or you need to adjust the number of days, hours of care needed for your child(ren) - subject to availability, please contact the center.

Offers are primarily extended in the Spring for Summer/Fall enrollment each school year. Occasionally space becomes available mid-year. When space is available, families will be contacted in accordance with our priority guidelines listed above, as well as based on desired start date and date of registration. When a family accepts an offered space, a deposit of one month's tuition is due within 10 business days to secure the space. This deposit will be credited toward your child's first month's tuition. Once a space is secured, families will receive an enrollment packet via email. This packet, along with the \$100 registration fee is required at least three business days prior to your child's enrollment. Children may not begin at the Center until the enrollment packet has been completed and approved.

Once enrolled in the Center, your child is guaranteed space in our program with the continuous payment of tuition and fees. Credit is NOT given for absences due to illness or vacations. The Mason Child Development Center operates on a 12 month calendar year, and follows the Administrative calendar of the University with the exception of an additional 4 days of professional development throughout the year.