



Hutchison Child Development Center

Mailing Address:

**PO Box 1557
Davis, CA 95617**

Street Address:

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Davis, CA 95616**

Pre-Enrollment and Waiting List Policies

The Hutchison Child Development Center maintains a wait list for any age group when all of the spaces in the center are currently full. To get on the wait list, a family must complete a pre-enrollment form and submit a **non-refundable** registration fee of \$75. Families are placed on the program wait list that corresponds with their child's current age. Pre-enrollment for unborn children are accepted when a due date is known. If you are adopting a child, you may register based on the anticipated date that care will be needed. It is recommended that adoptive families add their names to the wait list after receiving a letter of confirmation from the embassy or agency. The Hutchison Child Development Center offers programs for Infants through School Age children. Children are placed on our lists based on their corresponding ages as follows:

Infant:	Unborn to 12 months
Toddler:	1 year to 2 years
Two:	2 years to 3 years
Preschool:	3 years to 4 years
PreKindergarten:	4 years to 5 years
School Age:	5.9 years to 12 years

Note: Children close to the cutoff date for a particular age group may be placed in the next oldest program at the director's discretion, in order to minimize the total number of classroom transitions the child will experience or to effect appropriate chronological groupings of children.

Note: The School Age program will be available as determined for School Holidays, such as winter break, and for the summers.

The completion of a pre-enrollment form or placement on the center's wait list does not guarantee that there will be space in the center at the desired time of enrollment. Space for new placements becomes available when a vacancy occurs in the child's appropriate age group due to transition or withdrawal. As space becomes available offers are made to families, as ordered on the waiting list based upon the actual date of pre-enrollment, whose stated need for care date is within 90 days of the placement opening. Placement offers are always made in order of priority, date of need, pre-enrollment date, and the age of the child.

Priority for placement goes to families in the order in which they pre-enrolled with the Center (the date/time the registration form was stamped as received by the center) as well as by priority enrollment guidelines (see below). When a child on the wait list for one program "ages up" to the wait list for the next program (i.e. Infant to Toddler at 15 months old), they are placed in order on the new list according to the original pre-enrollment date.

Waitlist priority

The Hutchison Child Development Center is a full service child care center established to meet the child care needs of University Affiliates. Non-University Affiliates may register for placement in the center. Pre-enrollments for care will be organized on the center waiting list according to the following priority placement order:

1. University Affiliates which include Faculty, Staff, Students, and Volunteers desiring Full Time care
2. Siblings of University Affiliate families currently enrolled in the center desiring Full Time care
3. University Affiliates which include Faculty, Staff, Students, and Volunteers desiring $\frac{3}{4}$ or Part Time care
4. Siblings of University Affiliate families currently enrolled in the center desiring $\frac{3}{4}$ or Part Time care
5. Bright Horizons Employees
6. General Public who desire Full Time Care*
7. General Public who desire Part Time Care*

***If no University Affiliates on the waiting list accept the opportunity to enroll their infants/toddlers/twos, then General Public may fill those spaces.**

When a placement becomes available in one of our programs an offer will be made based on the above priority. Families will have 48 hours to decide whether or not to accept placement and respond. The Center will try to make offers a minimum of 30 days in advance of the space becoming available, but depending on the number of families who have declined the space, this timeframe may be shorter. If you are made an offer and you accept it, you must begin to pay for the space on the day it is available without exception.

It is the family's responsibility to make sure that all contact information is kept current. Failure to update home and work numbers may result in missed opportunities for placement. These changes can be made in writing and sent to hutchison@brighthorizons.com or PO Box 1557, Davis, CA, 95617. **(Note: The email address listed will be accessible by the center after May 1st.) In the meantime, you can reach Robin Sweeney, center director, at: 916-367-2317.**

Accepting, Declining Enrollment Offers

- Offers will be made via phone and email. If we are unable to reach you via phone after two attempts (voicemails will be left when the option is available), we will send an email notification. After attempting to make contact via phone and email, we will move onto the next family if there has been no response within 48 hours. The center will move down the list from there, until a family accepts the placement. Families who have stated a need for care to begin up to 90 days after the current space becomes available will be contacted.
- If a family is offered and accepts enrollment they must begin to pay for the space beginning the day that it is available, no exceptions. A non-refundable deposit of \$300 is required at the time of acceptance. This will be applied to the first month's tuition.
- If a family declines a placement offer, they may remain on the waiting list. You can decline an offer up to 2 times before you are moved to the bottom of the waitlist. If you decline an offer 3 times, you will be removed from the list, unless the center is otherwise notified of your interest to remain active on the waitlist.

Part-Time Care

We do offer limited space sharing enrollment options, otherwise known as part-time care. Any family may request a part-time placement schedule from the options below. In order to receive and continue part-time placement, the center must be able to accommodate the schedule by matching one part-time child with another part-time child who together share the equivalent of a single full-time space (5 days per week total). Part-time placement options are noted below:

- 2 days – TTH (Full days)
- 2 days – TTH (3/4 time – 7 hour schedule)
- 3 days – MWF (Full days)
- 3 days – MWF (3/4 time – 7 hour schedule)
- 5 days – M-F (3/4 time – 7 hour schedule)

Drop In Care

Drop in care is considered emergency care when a family's regular child care services are not available. The center will be able to accommodate this on a space available basis only for a daily drop in rate, dependent on age group.

Frequently Asked Questions

When should we register?

You should pre-enroll for a placement at Hutchison Child Development Center as soon as you have a due date, or as soon as you can predict the date care is needed. We will typically have a waiting list for our infant program and often for other age group placements as well. It is best to register well in advance of when you will actually need care, but families must be currently expecting (with a due date) or currently in the adoption process to register.

How will I be placed on the waitlist?

When the center physically receives your pre-enrollment form and check, the form will be date and time stamped. This will become your registration date. You will then be placed on the waitlist in the order of your registration date and per the priority enrollment guidelines listed under Waitlist Priority above.

How long will we be on the list before we receive a placement call?

This question is difficult to answer because there are several factors affecting the availability of space. Placement in a program becomes possible when currently enrolled children transition to the next age group, children transition on to kindergarten or families are no longer in need of our services. We do our best to predict enrollment trends as far in advance as possible, but availability is subject to change based upon the needs of the families currently enrolled in our program - and does frequently change. In addition, currently enrolled families have priority on our waiting list, and we are unable to predict when they will expand their families.

Why won't you tell me what number I am on the list? Doesn't our number correspond to predicting how long we'll be on the list?

When a placement becomes available and we begin making calls, we don't know how many families we may call before a family accepts our offer. From time-to-time families on this list may find other care, change jobs, or move out of the area. Most difficult to predict is the registration of a family at a higher level of priority, which will shift those with lower priority. Families registered on the waiting list at other Bright Horizons centers may request that their registration be added to our waiting list as well. These families will be placed on our list according to their priority status and registration date. Please note that the placement priority order is different at each Bright Horizons center. If you have chosen to register at additional centers, please contact them regarding their specific policies.

If I call to check my status, what will you tell me?

If you contact the Center to check your status, we will first ensure that you are on our waiting list. We will also review the contact information we have on file for you at that time. We can only predict the next time we anticipate having placement available in your desired program. We cannot give you a "number", predict when enrollment will begin, or guarantee a placement.

What if I am on the waiting list at another Bright Horizons center?

You must still complete a new pre-enrollment form for Hutchison Child Development Center, using the current (i.e. today's) date. Once we receive the form, we will note and honor the date you were put on another Bright Horizons wait list.