

Waitlist Policy and Procedure

YWCA Here We Grow Child Care Program



We thank you for your interest in YWCA Cortland's Here We Grow Child Care Center! Your form has been successfully submitted, and you have been added to our waitlist.

Spots are filled on a first-come, first-served basis, except for some specific groups that receive priority. The order of priority is as follows:

1. Children currently enrolled in our program who age into classrooms for older children
2. Children of YWCA Cortland employees
3. Siblings of children currently enrolled in our program
4. Children of Guthrie Cortland Medical Center employees

Please remember that completing this form DOES NOT guarantee child care services to start on the date requested in your submission. Our center is often at full capacity and start dates for new families are difficult to project due to our licensing capacity and sibling and employee priority policies. Therefore, unfortunately we cannot provide an approximate entry date into the program.

When a space becomes available, we will contact you via email and phone at least a month prior to the space availability date. If we miss you, we will leave a message unless your inbox is full and we cannot. We will repeat attempts for contact for two business days and allow parents/guardians three business days from our last date of contact to respond.

If we do not receive your acceptance of the available opening, we will contact the next family on the waitlist. Parents who do not respond back or who decline the space will drop off the waitlist. Parents who accept the available space will be required to meet with the center supervisor and shall be responsible at that time for each of the below payments to hold their spot.

1. Deposit of one week's tuition fee
2. Registration fee of \$10 per child
3. YWCA Cortland Annual Membership

When you meet with the supervisor, we will give you a tour, review the center's program and policies, and provide you with enrollment paperwork. Before the child can attend the program, all enrollment paperwork must be completed in full and returned to the center by the parents/guardians.

Although we typically only contact families on the waiting list if there is an opening, we may occasionally contact you to see if your needs have changed since your initial application. We do this to keep an accurate and up-to-date waitlist.

If you have any questions, want to update your contact information, or check your waitlist status, please do not hesitate to call us at (607) 756-6070 or email the center supervisor at herewegrow@cortlandywca.org.

Thank you again for your interest! We are dedicated to providing quality child care services to working families in Cortland.