

**UNIVERSITY OF VIRGINIA CHILD DEVELOPMENT CENTER  
WAIT LIST APPLICATION**

**Submit Date** \_\_\_\_\_

**Child's Birth Date** (or due date) \_\_\_\_\_

**Child's Last Name** \_\_\_\_\_

**Child's First Name** \_\_\_\_\_

**FATHER'S INFORMATION**

Last Name _____		First Name _____	
<input type="checkbox"/> UVA Faculty	<input type="checkbox"/> UVA Staff	<input type="checkbox"/> UVA Student	<input type="checkbox"/> UVA Medical Center Employee
<input type="checkbox"/> UVA Contractor Employee	<input type="checkbox"/> JAG School	<input type="checkbox"/> No UVA affiliation	
Address _____		City _____	State/Zip _____
Home # _____	Work # _____	Cell # _____	
UVA email _____@virginia.edu		Other email _____	

**MOTHER'S INFORMATION**

Last Name _____		First Name _____	
<input type="checkbox"/> UVA Faculty	<input type="checkbox"/> UVA Staff	<input type="checkbox"/> UVA Student	<input type="checkbox"/> UVA Medical Center Employee
<input type="checkbox"/> UVA Contractor Employee	<input type="checkbox"/> JAG School	<input type="checkbox"/> No UVA affiliation	
Address _____		City _____	State/Zip _____
Home # _____	Work # _____	Cell # _____	
UVA email _____@virginia.edu		Other email _____	

**Wait List Policy:** Information on the wait list form must be complete and up to date. It is the responsibility of the submitter to inform the Center of changes. If you cannot be reached, your application will be discarded.

(1) Enrollment is offered based on priority and date of submission. University (Agency 207) full-time faculty, staff, students are Priority 1; Medical Center (Agency 209) full-time employees are Priority 2; and University and Medical Center part-time employees, affiliated foundation employees and contractor employees are Priority 3.

Siblings of enrolled children are moved to the top of the priority list.

(2) A child is offered enrollment only into a classroom that is age appropriate for the child. When a space is offered, the parent has 24 hours to verbally accept the space or the offer will be considered declined.

(3) Once a space is accepted, registration fees must be paid within three days. Tuition payments must begin no later than two weeks after accepting enrollment.

(4) If an offer is declined, the child's form is re-dated or removed from the wait list.

Questions? Call the Center Director at 434-293-6110. **KEEP A COPY OF THIS FORM FOR YOUR RECORDS**