



Applications and Waiting List

- Prospective families are asked to complete an application for child care on our website at hawfieldschildcare.com
- Only one application per child should be submitted. If there are duplicate applications received, any determination for care would revert back to the originally submitted application.
- Once an application is submitted, an email response is automatically generated as notification that the application was received and the application is placed on the waiting list in the order in which it was received.
- Notes are made on applications each time families call to inquire about the status of their application.
- Siblings of children currently enrolled at Hawfields will be prioritized for enrollment.
- The Center waiting list is separated by birth year. (ie. If someone calls to find out where they are on the waiting list and are told there are 50 children ahead of them, that means there are 50 children ahead of them in that birth year.)
- When a space becomes available, we check our sibling priority waiting list first. If no applications meet the age group we are looking to fill, we go to the general waiting list.
- The general waiting list for that age group is pulled. We begin at the top of the list, checking the birth date to ensure the child would fit into the available space as we strive to maintain a 6-month age range in each classroom.
- Families are notified of the enrollment opportunity (given the room number and age group of the room) by email, as well as a telephone call to notify them of the email. Families are given a 24-hour time frame to respond to the email notifying us that they are interested in the space. This 24-hour period does not include picking up the enrollment packet and/or paying the registration fee to hold the space. It is simply time for the family to receive the email, discuss, and respond to the opportunity. Parents will need to either accept the space and agree to the enrollment day or decline to enroll.
 - Hawfields only requires a 2- week notice upon withdrawal, which allows limited time to fill openings when they develop. We are a non-profit Center and strive to maintain 100% enrollment to cover payroll and operating expenses while trying to keep our weekly tuition low and serve as many families as possible. This is why families are asked to commit or decline so quickly.
 - If a family wants to decline the space but remain on the list for a later time, the application will be moved to the bottom of the waiting list.
- Email correspondence is preferred to maintain documentation of communication.
- If the time frame expires, we offer the space to the next family on the waiting list that meets the criteria we are looking to fill. This process continues until the space is filled.
- Families should ensure the email provided on the application is a current email that is checked regularly. In addition, it is critical to include the correct birth date (particularly the

birth year). If the birthdate is entered incorrectly, the child's application will be placed on the wrong waiting list and enrollment could be delayed.

Enrollment Procedure

- At the time a space is available, an enrollment packet is provided. This packet must be picked up and the registration fee paid by the date sent in the confirmation email to hold a space for your child.

The Enrollment Packet includes the following forms, which need to be completed and returned:

- Child's Application
- Physical and Immunization Record
- Immunizations should be current according to the North Carolina Immunization Branch and Center for Disease Control and Prevention. If immunizations are not up to date, the parent must agree in writing to a schedule for completing all immunizations as prescribed by the child's physician.
- Child Food Program Eligibility Application and Participant Enrollment Form
- Permission Slip and Parent Agreement
- Parent Authorizations
- Parent Handbook
- Summary of North Carolina Child Care Law and Rules.

An application will be removed from the waiting list when:

- A family is contacted, offered a space and responds that they would like to be removed from the waiting list.
- A family is contacted and does not respond within the 24-hour period.
- A family is contacted, offers and accepts a space but fails to pick up paperwork and pay the registration fee by the agreed upon date.
- A family contacts the center and requests to be removed from the waiting list.