



City Hall Childcare Waitlist Policy

Boston Centers for Youth & Families (BCYF) maintains a wait list for families seeking to enroll in our City Hall Childcare program. It is best to sign up on the list as soon as you know you will need care.

The purpose of the Waiting List Policy is to ensure a fair process is followed and communicated to all involved. When BCYF receives a waitlist application and fee (\$25.00), the BCYF City Hall Childcare Program Manager files the application on the waiting list. The application date is effective on the date we receive the fee. Any such waiting list fees are not applicable toward enrollment or tuition fees, if/when a child is enrolled in the future. The application fee is non-refundable. BCYF provides no guarantee of entry when placing you on the waitlist.

The waitlist is organized using the following information:

- Registration date
- Space Required date
- Age
- Priority group: Currently enrolled families (The number of families with first priority can change. Families with a child already enrolled in the program may get a child into the program ahead of someone who applies earlier because of their "Sibling" priority.)

Waiting Times

It is impossible for us to predict how quickly our waiting list will progress. Therefore, we can NOT give an approximate entry date. The waiting time is affected by our license capacity and our "Sibling" priority. Many people submit their waiting list applications when they first conceive. Applications are not accepted prior to conception.

As Space Becomes Available

When a space is available, we will call you and e-mail. Every effort will be made to contact you. Telephone or email notification must be returned within ten (10) business days, after which we will contact the next family on the list. Parents who decline a space or do not return notification within ten (10) business days, will drop to the bottom of the list. You will not need to repay the waiting list fee. If the offered space does not meet your criteria and you subsequently decline, you will remain on the waitlist list as is. Parents who accept an available space offered to them shall be liable for all payments for the space from the date it is reserved for your child, regardless of whether or not this is the date on which the child actually begins attending the program. A \$100 enrollment fee will be due at the time a completed enrollment package is submitted.

Returning Parents

Returning parents will not be given priority. If parents wish to withdraw their child/children from the center for a period and then re-apply for admission at a later date (e.g. withdraw parental leave), you will be required to re-apply to the waiting list. You will need to re-pay the waiting list fee and will be subject to waitlist priority assignment.

Fee

Checks/Money orders must be made payable to BCYF City Hall Childcare, and be mailed to BCYF City Hall Childcare, 1483 Tremont Street, Boston, MA 02120.