

YMCA of Pittsburgh/Duquesne University

Child Development Center

Enrollment Policies and Procedures

Thank you for completing an application and putting your child on our waiting list. We hope to be able to serve your family. Due to a many variables it is difficult to predict if a space for your child will be available exactly when you need it. We are able to guarantee a space only after a child is born, a fee agreement is signed, and the first month's tuition is paid. This payment will be non-refundable.

◆ Priority for acceptance is given in the following order:

To the children of staff members currently working for the YMCA of Pittsburgh at our center.

To the children who currently have siblings enrolled in our center.

To Duquesne University Affiliates; students, faculty and staff.

To the children of staff members of the YMCA of Pittsburgh working at other YMCA facilities.

To members of the community at large.

By the date the application is received with the \$30.00 fee.

◆ Procedure for enrollment.

We recommend to any interested families to place their child/ren on the list as soon as possible. If your child is unborn, email the center after the birth to update us with the name and birth date, as well as to confirm your interest and give us your desired start date. At that time we may be able to tell you if we will have a space. Once a space is confirmed, you must visit the center with your child prior to beginning enrollment to allow us to meet each other, pick up and review the file of required enrollment forms, sign the fee agreement and pay the first month's tuition. If your child is not a newborn, a visitation schedule will be arranged at that time to help your child with the transition process.

Please note that we are a small center and need to maintain full enrollment for budgetary reasons. We enroll children on an ongoing basis when space becomes available. For this reason we **STRONGLY ENCOURAGE** you to visit other centers and place your child on more than one waiting list!

Thank you and we wish you all the best in the coming months!