



# Center for Early Childhood Education

Rice Children's Campus  
5504 Chaucer Drive  
Houston, TX 77005-2632

**Phone:** (713) 348-5437  
**Fax:** (713) 348-5890

## WAITLIST POLICIES AND PROCEDURES

Thank you for your interest in the Rice Children's Campus. The Rice Children's Campus is a quality early childhood education program managed by the Center for Early Childhood Education. Choosing a quality program for your child is one of the most important decisions you will make. We take your decision seriously and are committed to living up to the important responsibility of caring for and educating your child. It is highly recommended (although not required) that you tour the center *before* submitting the registration form and fees. Please contact the Center to make arrangements for a tour.

### **Waitlist Registration Instructions:**

To register, please complete the [Waitlist Application](#) and return to the Rice Children's Campus. No fee is required to place your child's name on the waitlist.

Providing the center with an accurate desired start date is very important and will allow us to more efficiently manage the waitlist. Expectant parents should give an approximate date of when they expect to return to work. Contact a member of the Rice Children's Campus administrative team at (713) 348-5437 as soon as possible if you need to change your desired start date.

When the waitlist application is received, your child will officially be placed on the waitlist for the Rice Children's Campus. A member of the Rice Children's Campus administrative team will contact you to verify your child's placement on the waitlist and a confirmation receipt will follow via email. Please contact the Rice Children's Campus if you have not received contact within five business days of submitting a waitlist application. While your child is on the waitlist, *please do not change your existing childcare arrangements until the Children's Campus has contacted you regarding the availability of space and you have accepted the space by completing the enrollment process.*

It is very difficult to pinpoint a child's exact placement on the waitlist because their position may fluctuate based on priorities and aging up of children. However, the center's administrative team will periodically inform you of the status of the waitlist, the total number of children per age group, and the number of offers made to families during the previous quarter. Please keep in mind that these numbers do not guarantee or imply an offer of enrollment.

**Enrollment Offers:** When a vacancy matching your desired start date comes up, you will be given two chances to accept that start date without affecting your priority on the waitlist. Should you twice decline an opportunity to enroll your child on or after your desired start date, your family will go to the bottom of the waitlist. It is very important to communicate changes to your desired start date as soon as possible (and before a second decline) so that your priority on the waitlist is not adversely affected.



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It is very important that you keep the center informed of your current email address because vacancies within the center will be communicated via email. If you do not have access to email, you must notify the Center Director of an alternative way to contact you. Once a vacancy is announced, **you must respond within 72 hours** if you would like to enroll your child. Failure to respond within the time period will be treated as a declination to the offer.

If you have any questions, please do not hesitate to contact Karen Gatten, Director of Operations for the Center for Early Childhood Education at 713-348-5437 or [Karen.Gatten@DiscoverCECE.org](mailto:Karen.Gatten@DiscoverCECE.org).