



The Harbor at Station Place Child Development Center

Managed by
Bright Horizons Family Solutions

Center Opening Placement Process

Since SEC families may not all get initial registration information at the same time, initial placement in the center at opening will be determined by a lottery drawing. Registering SEC families who will need care before November 1, 2007 will automatically be placed in a lottery drawing for initial placement in the center when it opens. (Non-SEC families who register will be organized by registration date. Once all SEC families have been accommodated at opening, non-SEC families will be placed in any remaining spaces by order of their original registration date.) The placement lottery will be organized and drawn by age group on AUGUST 7 at 11:30 a.m. in the SEC Multi-purpose room. All SEC families who have registered will be welcome to attend! If a family's name is drawn, the family will have TWO DAYS to make the decision to formally accept placement in the center. Upon acceptance, the first month's tuition will be due to hold the placement. This payment will be applied to the first month's tuition.

Required Enrollment Forms

Upon acceptance of the space we will give the family an enrollment packet. The completion of all parts of this packet is especially important! Each of the forms is required either by regulatory authorities or by Bright Horizons for your child's health and safety. We recommend that you immediately contact your child's pediatrician to complete the required health forms and immunization records, as these often require some time for them to complete and return to you. No child may be admitted to or retained in the center for which complete and current information has not been submitted. After enrollment, families will be required to keep their child's records current by routinely updating immunizations, lead and TB screenings, annual physical exams, emergency contact information, and other important information. NOTE: The center observes the District of Columbia health and Immunization schedule.

Intake Conferences

Each family who will have a child enrolled in the center will be asked to schedule two conferences:

1. Administrative Intake Conference: At this conference, your enrollment contract, your child's completed enrollment paperwork and health forms will be carefully reviewed. It is important to have all of this information fully completed prior to your scheduled Intake conference. No child may attend the center until completed enrollment forms and health information has been submitted.
2. Caregiver Intake Conference: At this conference, which is scheduled very close to your child's start date, you will meet with your child's caregiver to discuss your child's personal needs and special family information. You will need to bring your child's completed "Developmental History Form" with you to this conference, as it will help you not to forget any important information that we might need to know!

Starting in the center

The actual start dates of children will be scheduled in a staggered fashion – with new children starting every week to two weeks. This is done in order to allow each family and child necessary time to build relationships with caregivers and to adjust to the new setting. Families are strongly encouraged to visit the center and classroom with their child prior to the child's first actual day of attendance.

For more information, please call the Center at 202-582-0952