



The Harbor at Station Place Child Development Center

Managed by
Bright Horizons Family Solutions

Placement and Waiting List Policies

The Harbor at Station Place Child Development Center, managed by Bright Horizons, maintains a wait list for any age group where all of the placement spaces in the center are currently full. To get on the wait list, a family must complete a registration form and submit a non-refundable registration fee of \$100.00 for the first child and \$50.00 for siblings. Families are placed on the program wait list that corresponds with their child's current age. Registrations for unborn children are accepted when a due date is known. If you are adopting a child, you may register based on the anticipated date that care will be needed. It is recommended that adoptive families add their names to the wait list after receiving a letter of confirmation from the embassy or agency. The Harbor at Station Place CDC offers programs for Infants through Preschool children. Children are placed on our lists based on their corresponding ages as follows:

Infant:	Unborn to 12 months
Toddler:	1 year to 2 years
Two:	2 years to 3 years
Preschool I:	3 years to 4 years
Preschool II:	4 years to 5 years

Note: Children close to the cutoff date for a particular age group may be placed in the next oldest program at the director's discretion, in order to minimize the total number of classroom transitions the child will experience or to effect appropriate chronological groupings of children. Children are removed from the list after the child turns 5 years of age.

The completion of a registration application or placement on the center's wait list does not guarantee that there will be space in the center at the desired time of enrollment. Space for new placements becomes available when a vacancy occurs in the child's appropriate age group due to transition or withdrawal. As space becomes available offers are made to families, as ordered on the waiting list based upon the actual date of registration, whose stated need for care date is within 90 days of the placement opening. Placement offers are always made in order of priority, date of need, registration date and the age of the child.

Priority for placement goes to families in the order in which they registered with the Center (the date the registration form was stamped as received by the center) as well as by priority status (see below). When a child on the wait list for one program "ages up" to the wait list for the next program (i.e. Infant to Toddler at 15 months old), they are placed in order on the new list according to the original registration date.

Placement priority

The Harbor at Station Place is a full service child care center established to meet the child care needs of SEC employees. Non-SEC employees may register for placement in the center. Registrations for care will be organized on the center waiting list according to the following priority placement order:

1. Siblings of children of SEC employees already attending the center
2. Siblings of children of other federal government employees already attending the center
3. Siblings of children of SEC contractors already attending the center
4. Siblings of children of the general public already attending the center
5. Children of SEC employees
6. Children of other federal government employees
7. Children of SEC contractors
8. Children of the general public

Note: "Children" refers to children and legal wards.

When a placement becomes available in one of our programs an offer will be made based on the above priority. Families will have 48 hours to decide whether or not to accept placement and respond. The Center will try to make offers at least 30 days in advance of the space becoming available, but depending on the number of families who have declined the space, this timeframe may be shorter. If you are made an offer and you accept it, you must begin to pay for the space on the day it is available without exception.

It is the family's responsibility to make sure that all contact information is kept current. Failure to update home and work numbers may result in missed opportunities for placement. These changes can be made in writing and sent to The Harbor at Station Place CDC, Managed by Bright Horizons Family Solutions, 100 F Street, NE, Washington, D.C. 20549. Alternatively, you can simply call the center at 202-582-0952 to make the necessary change or e-mail the information to theharbor@brighthorizons.com.

Accepting, Declining Enrollment Offers

- Offers will be made via phone. If we are unable to reach you via phone after two attempts (voicemails will be left when the option is available), we will move onto the next family. The center will move down the list from there, until a family accepts the placement. Families who have stated a need for care to begin up to 90 days after the current space becomes available will be contacted.
- If a family is offered and accepts enrollment they must begin to pay for the space beginning the day that it is available, no exceptions. A non-refundable deposit of one month's tuition is required at the time of acceptance. This will be applied to the first month's tuition.
- If a family declines a placement offer, they may remain on the waiting list. You can decline an offer up to 3 times before you are removed from the list.
- When a family fails to respond to an offer, the center will offer the placement to the next family on the wait list. Failure to respond to two offers for placement will result in removal from the waiting list.

Part-Time Care

At The Harbor at Station Place Child Development Center, we do offer limited space sharing enrollment options, otherwise known as part-time care. Any family may request a part-time placement schedule. In order to receive and continue part-time placement, the center must be able to accommodate the schedule by matching one part-time child with another part-time child who together share the equivalent of a single full-time space (5 days per week total). Part-time placement options are limited to part week, not part day, as noted below:

2 days per week	A 2 day per week placement is possible when we can match the 2-day schedule with another family whose child needs care on the corresponding 3 available days.
3 days per week	A 3 day per week placement is possible when we can match the 3-day schedule with another family whose child needs care on the corresponding 2 available days.

The more flexible a family can be about the specific days of care they desire each week, the easier it will be to identify a matching partner. When two children share a single placement, the children transition together into the next age-group program so that their schedules can be preserved. Until a placement partner can be identified to share a 5-day space, a family may elect to purchase the full-time space or delay placement until a partner can be identified. Similarly, when a partner is lost, the center will work closely with the family to locate a new family to share the space. In the event that a partner is unable to be identified within 30 days the family may have to fund the full cost of the full-time space until a partner can be identified.

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

Frequently Asked Questions

When should we register?

You should register for a placement at The Harbor at Station Place Child Development Center as soon as you have a due date, or as soon as you can predict the date care is needed when adopting. We will typically have a waiting list for our infant program and often for other age group placements as well. It is best to register well in advance of when you will actually need care, but families must be currently expecting (with a due date) or currently in the adoption process to register.

How long will we be on the list before we receive a placement call?

This question is difficult to answer because there are several factors affecting the availability of space in The Harbor at Station Place Child Development Center. Placement in a program becomes possible when currently enrolled children transition to the next age group, children transition on to kindergarten or families are no longer in need of our services. We do our best to predict enrollment trends as far in advance as possible, but availability is subject to change based upon the needs of the families currently enrolled in our program - and does frequently change. In addition, currently enrolled families have priority on our waiting list, and we are unable to predict when they will expand their families.

Why won't you tell me what number I am on the list? Doesn't our number correspond to predicting how long we'll be on the list?

When a placement becomes available and we begin making calls, we don't know how many families we may call before a family accepts our offer. From time-to-time families on this list may find other care, change jobs, or move out of the area. Most difficult to predict is the registration of a family at a higher level of priority, which will shift those with lower priority. Families registered on the waiting list at other Bright Horizons centers may request that their registration be added to our waiting list as well. These families will be placed on our list according to their priority status and registration date. Please note that the placement priority order is different at each Bright Horizons center. If you have chosen to register at additional centers, please contact them regarding their specific policies.

If I call to check my status, what will you tell me?

If you contact the Center to check your status, we will first ensure that you are on our waiting list. We will also review the contact information we have on file for you at that time. We can only predict the next time we anticipate having placement available in your desired program. We cannot give you a "number", predict when enrollment will begin, or guarantee a placement.

What if I am on the waiting list at another Bright Horizons center?

You must complete a new registration form for The Harbor at Station Place, using the current (i.e. today's) date. Once we receive the form and date stamp it, this will be your original date of registration. We will not be honoring the date you were put on another Bright Horizons wait list, however, do not need to pay a new registration fee.