

WAITING LIST PROCEDURES

MUSC Child Development Preschool

The MUSC Child Development Preschool (MCDP) is located immediately adjacent to campus at 218 Ashley Avenue. MUSC, MUHA, and UMA staff, students, and faculty are eligible for enrollment. The MCDP is also open to the public. The MCDP is managed for MUSC by [TodayCare LLC](#) in the nursery rooms of the Church of the Holy Communion, leased by MUSC. TodayCare specializes in worksite childcare operating centers in business, colleges and hospitals in the southeast.

Enrolling Your Child

You may apply to enroll your child in The MUSC Child Development Preschool even if no vacancies are immediately available. The MCDP Director maintains a waitlist and will contact you when a vacancy meeting your needs becomes open.

THE MUSC CHILD DEVELOPMENT PRESCHOOL

Thank you for your interest in The MUSC Child Development Preschool. The MUSC Child Development Preschool is managed by TodayCare LLC. Choosing a quality childcare program 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 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. MCDP Phone number: (843) 805-8133.

Registration Instructions

To register, please visit the **on-line pre-enrollment site**. Candidates affiliated with MUSC will need their MUSC MNA in order to enter the site. For members of the public interested in enrollment, please visit the center at 218 Ashley Avenue. The Director will be able to place you on the waiting list.

Upon registration, your family will also receive the "MCDP News," the center's monthly electronic newsletter.

Providing the center with an accurate desired start date is very important and will allow us to more efficiently manage the waitlist. Please indicate the desired start date for your child on the Pre-Enrollment Registration Form.

When the registration form and fee are received, your child will be placed on a waitlist for The MUSC Child Development Preschool. The MCDP waitlist manager will contact you to verify your child's placement on the waitlist. Please contact the Center Director if you do not hear from the waitlist manager within five business days. While your child is on the waitlist, *do not change your existing childcare arrangements until the Center Director has contacted you regarding the availability of space and you have accepted the space by completing the enrollment process.*

Waitlist Placement/Status

A child's place on the waitlist is generally determined by several different priorities.

- First priority is for children who already have siblings enrolled in the Center. This policy allows families to be together in the same center.
- Second priority is determined by the date your child was placed on the waitlist.

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. After entry on the waiting list, you can access your current placement using your MNA at the registration website. If you have more specific questions you can contact the center director. 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.

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 the specified time period if you would like to enroll your child. Failure to respond within the time period will be treated as a declination to the offer.

Offers will be made based on waitlist position and number of slots available. Once enrollment has been confirmed, you will need to secure enrollment by paying a deposit of \$50 and completing forms for payroll deduction. If a family does not take the space, the deposit will be forfeited. You will have at least 30 days to give your current childcare providers notice.

Additional Information

We encourage prospective parents to concurrently investigate alternative childcare arrangements in the event MUSC Child Development Preschool is not able to meet your needs. The center's waitlist manager can assist you with the names and phone numbers of other local Centers.

Once your child has been enrolled, the Center Director will schedule a time for you to meet your child's primary caregivers to learn more about Today Care's program and develop a visitation schedule for you and your child. The Center Director will review the parent/guardian policies/procedures and enrollment forms at that time as well. Contact the Center if you have any questions or would like to make arrangements for a tour.

Please complete the Pre-Enrollment Registration at the waitlist website if you would like your child to be placed on the waitlist. Thank you and we look forward to serving your needs!