

Waitlist Application

Date of Application

Office Use Only
<input type="checkbox"/> Check: #
<input type="checkbox"/> Cash
<input type="checkbox"/> Priority:
Date Received:

Child's Information

Full Name	Date of Birth/ Due Date
Classroom <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input type="checkbox"/> Preschool <input type="checkbox"/> Pre-K	Desired Start Date
Age at Start Date Potty Trained? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sibling Enrolled <input type="checkbox"/> Yes <input type="checkbox"/> No

Parent/ Guardian Information

Full Name	<input type="checkbox"/> Federal <input type="checkbox"/> Non-Federal <input type="checkbox"/> GCCDC Staff
Address	If Federal, which agency:
Email	Phone

Parent/ Guardian Information

Full Name	<input type="checkbox"/> Federal <input type="checkbox"/> Non-Federal <input type="checkbox"/> GCCDC Staff
Address	If Federal, which agency:
Email	Phone

Waitlist Policy

By signing below you agree and understand the following policy. Information on the Waitlist Application must be complete and up to date. It is the responsibility of the submitter to inform the Center of changes. Enrollment is based on priority and date of submission. **Please submit completed applications goldcreekcdc@gmail.com or in person. There is a nonrefundable \$30 waitlist fee.** Paying the application fee places your child on the waiting list but does not guarantee that there will be an opening. We accept cash or check. Make checks payable to Gold Creek Child Development Center. Our mailing address is PO Box 22010, Juneau, AK 99802.

- Priority 1: Children of federal employee dependents
- Priority 2: Children of GCCDC Board Member dependents
- Priority 3: Children of GCCDC staff
- Priority 4: Children of non-federal employees who work in the Juneau federal building
- Priority 5: Children from the community at large
- Additionally, Siblings of enrolled children are moved to the top of the priority list. GCCDC reserves the right to enroll children of GCCDC staff notwithstanding this priority system if: (1) a staff member needs childcare to work at GCCDC; and (2) the staff member is critical to GCCDC operations. A child is only offered enrollment into a classroom that is age appropriate for the child.

When a space is offered, the parent has 48 hours to accept or decline a space. If the parent declines the offer or you have not contacted the center within those 48 hours, your offer is considered declined and you will be removed from the waitlist. If an attempt is made to contact a parent to offer a space and the parent cannot be reached, the vacancy will be offered to the next child on the list. Families who do not contact GCCDC for a period of one year or more after being added to list may be removed from the waiting list.

If you have any questions contact: Gold Creek Administration at goldcreekcdc@gmail.com, 907.586.6085.

Parent Name & Signature

Today's Date