



## CONSOLIDATED WAIT LIST POLICY

1. Please fill out the waiting list application completely. Failure to complete all information requested delays entry into the program. List all telephone numbers where you can be reached. Effective date is the date the application is completed and turned in to Central Registration.  
***CORRECT TELEPHONE NUMBERS ARE CRITICAL, IT IS YOUR RESPONSIBILITY TO NOTIFY CENTRAL REGISTRATION OF A TELEPHONE OR ADDRESS CHANGE. IF YOU CANNOT BE REACHED, YOUR NAME WILL BE REMOVED FROM THE LIST.***
2. Prioritization for families on the waiting list provides equal access to members of all military services, providing priority access to personnel assigned to Commander, Navy Region Hawaii (CNRH) commands and tenant activities. The waiting list priority was narrowed based on the command's need to promote full-time care in support of operational readiness and mission accomplishment. The waiting list priorities are as follows:  
**Priority 1:** Single/Dual Military Parent assigned to CNRH commands and tenant activities.  
**Priority 2:** Active Duty Military with full-time employed/student spouse assigned to CNRH command and tenant activities.  
**Priority 3:** Active Duty Military with unemployed spouse assigned to CNRH commands and tenant activities. Unemployed spouse must be employed outside the home within six months of the child's placement in CDC.  
**Priority 4:** DoD/NAF Civilian Employees assigned to CNRH commands and tenant activities.  
**Priority 5:** Single/Dual Military Parent assigned to commands and tenant activities other than CNRH.  
**Priority 6:** Active Duty Military with full-time employed/student spouse assigned to commands other than CNRH commands and tenant activities.  
**Priority 7:** Active Duty Military with unemployed spouse assigned to commands other than CNRH commands and tenant activities. Unemployed spouse must be employed outside the home within six months of the child's placement in CDC.  
**Priority 8:** DoD/NAF Civilian Employees assigned to commands other than CNRH commands and tenant activities.
3. ***It is your responsibility to contact KIDS LINE at (808) 471-5437 every three (3) months to confirm your continuing need for childcare.*** If you anticipate being gone for TDY or other reasons, please notify KIDS LINE so that your name will remain on the list until you return or give us a contact number in case of a space becomes available for your child. ***If we cannot reach you, we will assume your need for care no longer exists and your name will be removed from the waiting list.***
4. When your name reaches the top of the list and called for placement at a specific center. KIDS LINE will attempt to contact you by telephone or email three (3) times within 24-hour period, you will be required to place a deposit at the CDC within two (2) working days to secure the space. The deposit will be credited to your first month of payment, if no contact is made, your name will be skipped, and a written notice will be sent informing you of the failed attempt at notification. You will be asked to contact KIDS LINE by phone or in writing within three (3) weeks to update your child's wait list application. No further attempts will be made by KIDS LINE to contact you. If no response is received by the stated deadline, your child's name will be removed from the wait list.
5. Before entering the program, your child must have:
  - a. A Current Shot Record
  - b. Current phone numbers of three emergency designee other than parent or guardian
  - c. Single and dual military will also need a copy of a current Family Care Plan, these documents are obtained through your Command.
  - d. Attend program orientation prior to your child/(ren) starting date to any Child and Youth Program. You will be scheduled for your orientation at the time of registration.
6. If within two weeks of starting and after consultation with center personnel, it is decided that the vacancy is inappropriate for your child, your name will be reinstated to the top of the wait list. The center director must notify KIDS LINE of the decision.
7. Sponsors relocating to Hawaii are asked to provide a copy of Orders with their DoD Child Development Program Request for Care Record, DD Form 2606.
8. Request for exceptions to the wait list policy must be addressed in writing to the COMNAVREG Quality of Life Director, Naval Station Pearl Harbor, Hawaii via the sponsor's Chain of Command, the Community Services Division (CSD) Director and the Morale, Welfare and Recreation (MWR) Director
9. Once your child's name has been removed from the wait list for any reason and you decide to have your child placed back on the wait list, you have to fill out a new application form (DD-2606) or call KIDS LINE at (808) 471-5437 (KIDS).