

**NAVY REGION NORTHWEST (NRNW)
CENTRAL ENROLLMENT AND WAITING LIST (CEWL) POLICY
AND STATEMENT OF UNDERSTANDING**

(Please keep a copy for your records)
(FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE)

Please read this Waiting List Policy carefully and be sure to keep a copy for your own records. If you have questions or would like information about other child care options, please contact the Navy Region Northwest Child Care Resource and Referral office at (425) 304-3951/3952 or toll free at 1-888-463-6697. We look forward to assisting you with your child care needs.

CHILD'S NAME: _____ SPONSOR'S NAME: _____

SPONSOR'S RELATIONSHIP TO CHILD: _____

SPONSOR'S RATE/RANK: _____ OTHER RATE/RANK IF DUAL MILITARY: _____

SPOUSE'S EMPLOYER: _____ SPOUSE'S WK PH: _____

Please indicate where you are wait listing your child (more than 1 may be marked):

_____ (1) Naval Air Station Whidbey Island

_____ (2) Naval Station Everett

_____ (3) Naval Base Kitsap Bangor and Bremerton (Jackson Park and PSNS)

IF NOT IN THE AREA YET, ESTIMATED DATE OF ARRIVAL: _____

IF CHILD IS UNBORN, ESTIMATED DUE DATE: _____

CARE NEEDED: ___Drop-in ___Part-time ___Full-time ___Shift Work ___Overnight ___Weekend

IF CHILD IS OVER 11 MONTHS, IS CHILD WALKING AND USING A CUP? (SIPPY CUP OK) _____ YES _____ NO

IF CHILD IS 3 YEARS OR OLDER, IS CHILD TOILETING ON HIS/HER OWN? (This means the child does not require diapers or pull-ups, has no more than two accidents daily and is able to have a BM in the toilet.) _____ YES _____ NO

If School Age, school child attends: _____ Grade: _____

If in Kindergarten, does child attend: _____ AM Kindergarten _____ PM Kindergarten _____ All Day

Care needed: _____ Before School _____ After School _____ Before & After School _____ All Day Camp

1. Central Enrollment and Waiting List (CEWL) is a Navy-wide standardized waiting list system that provides fast, efficient and fair service to all Child Development Program patrons. The CEWL utilizes a three tier waiting list system to place children in the Child Development Centers (CDC), Child Development Homes (CDH) and School Age Care (SAC) programs. **Tier 1** is the Projected Demand list. It includes children transferring to the NRNW area and unborn children. **Tier 2** is the Excess Demand list. It includes all children who currently need care and are awaiting an opening in a CEWL managed Child Development Program. **Spaces will not be offered to families on Tier 1, Projected Demand waiting list.** To move from Tier 1 to Tier 2, the family must notify the Child Care Resource and Referral Office (CCRR) that they have arrived in the area or that the unborn child has been born. Placement on Tier 1 and Tier 2 is based on 1) Date of request for care, 2) Sponsor's priority, and 3) Age of child. Priority for placement on the waiting list for Tier 1 and Tier 2 is:

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- Priority 1: Active duty single parents with custody or Dual active duty parents
- Priority 2: Active duty with a full-time working spouse or a full-time student spouse
- Priority 3: Reservists on active duty or inactive duty for training
- Priority 4: DoD Civilian Personnel
- Priority 5: DoD Contractors

Once enrolled, Priority 2, 3, 4 and 5 with a non-working or non-student spouse will have 90 days to find employment or start as a full-time student or the child will lose his/her space in the Child Development Program and the vacancy will be offered to the next child on the waiting list.

Tier 3 reflects a parent’s preference for a specific type of care or location (CDC, CDH, Housing Area, SAC program). A child may be placed on Tier 3 only after viable care has been offered through the CEWL and is not accepted OR is accepted but is not the parent’s preferred choice. Placement on this list is based on 1) Type or location of preferred care, 2) Date care was offered and was accepted or declined until the preferred space is available and 3) Age of child. **Tier 3 has no priorities other than the date of placement on Tier 3 and will be offered as care becomes available.**

3. Parents place children on the waiting list by completing a **DD Form 2606, Department of Defense Child Development Program Request for Care Record, this Statement of Understanding, and the Statement of Special Needs** and returning the forms to the CRRR Office, the CDC, CDH Office or SAC program. The forms can also be faxed to CRRR at 425-304-3385. **A separate application must be completed for each child you wish to place on the waiting list. Simultaneous placement of siblings into care is not guaranteed.** Entitled members relocating to the Navy Region Northwest area must include a copy of the PCS orders with their waiting list application.
4. When a space is becoming available, the Child Care Resource and Referral Office will attempt to contact the next person on the waiting list for two working days. If no contact is made, a written notice will be sent notifying parent of failed attempt to contact and giving them 30 days to contact CRRR and reinstate their name to the top of the waiting list in their tier status. The child’s name will be removed from the waiting list after the 30 days if no contact has been made by the parent. It is suggested that families taking leave call CRRR prior to leaving with a contact number where the family can be reached in case an opening becomes available while they are away.

Parents are responsible for updating address and phone numbers QUARTERLY and as needed either in person, by phone, by mail or by e-mail. FAILURE TO UPDATE WILL RESULT IN REMOVAL FROM THE WAITING LIST. Updates are due by the last business day of the month they are due. Your first update is due in _____ and then quarterly thereafter.

If, after consultation with the Child Development Program Director, it is determined that the child care vacancy is inappropriate for your child, your child’s name may be reinstated at the top of the waiting list upon parent’s request.

Requests for exception to this waiting list policy must be in writing and addressed to the Regional Child and Youth Programs Manager.

I have read and understand the Waiting List Policy for child care. I understand that any child with a handicap or special need will require a team assessment and documentation of participation in the Exceptional Family Member Program prior to enrollment to assure the child will have a positive early childhood experience and their needs will be met in the Child Development Program.

PARENT SIGNATURE _____ DATE _____

STAFF INITIALS _____ DATE _____ TIME _____

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