

Child and Family Center Application and Waitlist Procedure

Eligibility and Application

Full-time Rockefeller University and full-time, on-campus HHMI employees are eligible to enroll their children ages three months through five years into the Child and Family Center (CFC).

Once a family has confirmation of pregnancy, an application can be submitted to Human Resources for verification of employment status. The application form can be downloaded from the Rockefeller University website (<http://www.rockefeller.edu/cfc/pdf/application.pdf>) or obtained as hard copy in Human Resources or the CFC. On approval by Human Resources, the application will be forwarded to the Director of the CFC for inclusion on the waitlist.

Future Rockefeller employees can apply for admission once a written appointment or employment offer is received and accepted. CFC spaces, however, can only be offered to an employee on or after the actual start date.

Waitlist

The date an application is received by Human Resources is also the waitlist date. The waitlist is organized by age groups and application receipt date. Priority is only given to (1) Heads of Laboratory and (2) siblings of children already attending the CFC. Any offer for admittance will be extended to the first child on the waitlist within a respective age group.

Class transitions follow an academic-year schedule and most contracts are extended between May and August for September enrollments. Throughout the year, when spots become available due to departing employees¹, free spaces are offered to the next child on the waitlist within a respective age group.

When an admission contract is extended to an employee, the Director of the CFC is available for questions and the family may tour the center if they wish to do so. The family has two weeks to accept or decline the space. Should the family decline and would like to be reconsidered at a later date, the application will be moved to the end of the waitlist, and the next child on the list will be offered the spot.

Families unaffiliated with Rockefeller University may also apply for admittance for four and five-year old children. Once all Rockefeller University families have been accommodated within this age range, available spaces may be offered to unaffiliated families for a part-day and part-year program.

¹ Employees who are leaving the University are granted a 3-month transition period after their employment ends in which they can keep their child enrolled in the CFC.