



DOWNTOWN BALTIMORE CHILD CARE, Inc.

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A Non-Profit Organization

www.dbcckids.org

Application Process

DBCC has a rolling application process; accepting children anytime there is an open space in a classroom. However, most of our families enroll at the start of a new academic year, beginning in late August. We begin our initial fall enrollment process in the spring. Most of the admissions into DBCC programs, beginning in late August, are done at that time. We do keep an on-going pool of applicants in the event that a classroom experiences a vacancy.

- A very important part of the enrollment process is to schedule a tour of our center. This allows you to experience the DBCC philosophy in action. Tours are available year-round; we prefer to schedule them in the morning, but can be flexible if your schedule prohibits a morning tour. Please call for an appointment.
- Applicants must *complete an application form*, returning it with the non-refundable fee of \$45.00 (or \$25.00 when submitted at the same time with a completed financial aid application and a copy of your most recent federal tax return).
- If you apply and there is no vacancy, you may request to be kept on our waiting list until there is an opening, which may occur later that year.
- If you have been offered a place, but turned it down, your application will be placed in an inactive file. If you want a space again later, you will need to reapply.

Admissions Procedure

- Admissions preference is given to siblings of alumnae or a child currently enrolled, staff children, and to children who have a parent employed by a DBCC consortium member. Consortium members include University of Maryland Baltimore, Johns Hopkins University and Miles and Stockbridge law firm.
- Admissions is a process of matching. The ultimate composition of the group is dependent upon the integration of returning students with our pool of applicants. Factors such as age, sex, ethnic background, and special needs are considered to ensure diversity in each group. DBCC believes a mixture of children from diverse backgrounds enhances the growth and development of each child.
- These factors are not prioritized, but are considered in their relation to the needs of each group.
- All children are expected to begin their experience at DBCC with several part time days with a parent, guardian or other significant adult on site for several days. This allows the child (and the parent) time to develop a relationship with the DBCC staff. Specific arrangements should be made with your child's teacher.
- Children may not be left at the center, until ALL enrollment forms are completed and on file in the center's office.