



DOWNTOWN BALTIMORE CHILD CARE, Inc.

237 N. Arch Street, Baltimore, MD 21201-1526 • 410-659-0515 • Fax 410-659-0685

A Non-Profit Organization

www.dbckids.org

Application for Enrollment

This application represents a request for enrollment. It must be accompanied by a non-refundable application fee of \$45.00 (\$25.00 when submitted with a complete financial aid application with current federal tax returns). The application is not binding upon the applicant nor upon Downtown Baltimore Child Care, Inc. Admissions preference is extended to alumni, siblings, and to parents employed by a DBCC consortium member. Should DBCC be able to accept the applicant, a Tuition Agreement will be forwarded in advance of the child's entrance. A place will then be reserved when the contract is duly executed and returned to DBCC.

Date admission is requested: _____

Application is hereby made for the enrollment of:

Child Information

Child's Full Legal Name: _____

Date of Birth: _____ Age: _____

Child's Home Address: _____

City: _____ State: _____ Zip: _____

Siblings who have attended DBCC: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Parent's Home Address: _____ Zip: _____

Phone Number: _____ Email: _____

Employer: _____ Position: _____

Work Address: _____ Work Phone: _____

Co-Parent/Guardian Name: _____

Co-Parent's Home Address: _____ Zip: _____

Phone Number: _____ Email: _____

Employer: _____ Position: _____

Work Address: _____ Work Phone: _____

How did you hear about DBCC? _____

Date

Parent/Guardian Signature

Date Received: _____ Payment: _____ Initials: _____



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Application Process

DBCC has a rolling application process, accepting children any time there is an open space in a classroom. However, most of our families enroll at the start of a new academic year, which begins the last Monday in August. We begin the fall enrollment process in the spring. Most of the children admitted into DBCC sign Tuition Agreements in the spring and start in late August. However, we do keep an ongoing pool of applicants in the event that a classroom experiences a vacancy.

- A very important part of the enrollment process is scheduling 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 we can be flexible if your schedule prohibits a morning tour. Please call for an appointment.
- Applicants must complete an application form and submit it with the non-refundable application fee of \$45.00 (or \$25.00 when submitted with a completed financial aid application and current copy of your most recent federal tax return).
- If you apply and there is no vacancy, you may request to stay on the waiting list for an opening that may occur later in the program year.
- If you are offered a space but turn 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 children of alumni, siblings of alumni or a currently enrolled child, children of staff members, and 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, cultural or 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 they 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. 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 returned to the DBCC office.