



Merrifield Child Development Academy  
Meaningful Learning & Play  
Est. 1991

## WAIT LIST FAQ

### 1. Do you have a Wait List?

Yes. Merrifield Child Development Academy maintains a waiting list of families interested in enrolling in our academy. We will contact you when we have an opening.

### 2. When do you recommend submitting an application to be put on the Wait List?

We strongly recommend submitting an application as early as possible to be placed on our waitlist regardless of when you are planning to send your child to school.

### 3. I would like to enroll my two children. Can I just use one application form?

No. A separate application form and non-refundable and non-transferable application fee are required for each individual child.

### 4. How will I know if you received our application?

An email confirmation will be sent to the parents to confirm receipt of the application and fee form and fee, and if applicable, to notify you if your application is incomplete.

An application is incomplete if it is not fully and accurately filled out, if the handwriting is illegible, and/or if it is not accompanied by a valid check or money order or is not fully paid with the non-refundable and non-transferable application fee. For complete applications, your application date will also be stated in the email confirmation.

### 5. Is my child guaranteed a spot once he/she is on your Wait List?

No, the waitlist does not guarantee enrollment in our toddler and preschool programs.

### 6. When do you enroll new families?

Merrifield Child Development Academy is open year-round. We admit children into our toddler and preschool program from our waitlist if spaces become available at other times of the year.

### 7. How long will I be on the Wait List? Is there an annual fee for remaining on the Wait List?

The length of the waitlist varies. We will notify you immediately once space is available. No, there is no fee for remaining on the wait list.

### 8. How do you determine which family to consider for enrollment?

All applicants are carefully reviewed. We consider several factors including age and development, application date, start date preference, learning style, social skills, classroom



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needs, and dynamics. After which, you will be invited for an intake and observation with your child(ren). Once we determine that MCDA will be able to meet the child's needs, an enrollment slot or a wait list slot will be offered, depending on space available.

**9. What happens if I fail to respond to the call/email?**

If we do not receive a response from you within the given time frame or we cannot contact you, we assume you are no longer interested.

**10. What happens if I am not ready to enroll when a space is offered to me? Can I reserve the slot for a later enrollment date?**

If you defer an enrollment offer, you may remain on the waitlist. We cannot, however, reserve a slot for you. We also cannot guarantee that a slot will be available for you at a later time.

**11. If I am receiving subsidy assistance, how do I reserve a space on the Wait List?**

For subsidized wait list and enrollment information, please first contact your assigned case worker directly. You may also call the Office for Children's Child Care Assistance and Referral (CCAR) at (703) 449-8484 or visit online at [www.fairfaxcounty.gov/office-for-children/ccar](http://www.fairfaxcounty.gov/office-for-children/ccar).

**12. Who should I contact if I have questions about the Wait List or enrollment?**

For private waitlist and enrollment information, please contact the director at (703) 204-0203 or [director@merrifieldcda.com](mailto:director@merrifieldcda.com) or the Assistant Director at [assistantdirector@merrifieldcda.com](mailto:assistantdirector@merrifieldcda.com)