

## Instructions for making a transfer request

In August 2021, two campus child care centers will be moving:

- Soldiers Field Park Children's Center (SFPCC) will move from 114 Western Avenue to its renovated location at 1 Soldiers Field Park.
- Peabody Terrace Children's Center (PTCC) will move to 114 Western Avenue for a period of 12 to 24 months to allow for renovation of their location at 900 Memorial Drive.

Families that wish to change their enrollment based on these centers' locations (or for any other reason) **must** make a formal transfer request through the online application system. Although we will try our best, we cannot guarantee that we will be able to accommodate every transfer request. Please note that the [tier system](#) that governs initial applications also governs transfers. Transfer requests will therefore work as follows: Once returning families and siblings are placed, open spots will be offered to transferring families according to tier.

Families making transfer requests **must** follow these steps:

1. Visit the [child care center application](#) system.
2. Log-in instructions are in the bottom of the left navigation bar.
3. Log into your account.
4. From the main menu, scroll down to see your registered children.
5. Find the center where you child is currently enrolled. Next to the word "enrolled," you will see a link entitled, "Request transfer to another center."
6. Click on this link and complete the transfer request form.
7. You will receive a confirmation email. No new fee is due.

If you have questions or comments about this process, please be in touch with your director, or with [Katy Donovan](#) at Campus Child Care, or with [Sarah Bennett-Astesano](#) in the Office of Work/Life.