

DENLOW COMMUNITY CHILD CARE
Registration And Wait List Policies

•Parents who have a child enrolled in the Denlow Community Child Care Centre will be asked during the month of December to inform the Executive Director in writing of their child care needs for the following school year. This includes younger siblings who have reached the required age to enroll in the program. If a parent does not request space during the allotted time frame it will be assumed that care is not required.

•No child or family will be discriminated against on the basis of race, language, culture, sex Disability or sexual orientation.

• After completing Registration with our current families, the Executive Director will contact families on the Wait List to confirm their desired child care space.

•The Executive Director will arrange an orientation with each new family enrolling a child in Denlow Community Child Care Centre explaining the philosophy of the centre, reviewing the policies, introducing the program and staff. The child will have an opportunity to play and interact with the children during playroom activity time. The orientation will take place in April and May.

All families will be required to must submit the following cheques for their child care fees:

- a) First months cheque for September (non-refundable) dated February 1st.
- b) Last month's fee for June dated September 1st
- c) The remaining postdated cheques for the school year (Oct. – May)

Parents with children presently enrolled in the centre will not be expected to participate in an orientation session with the Executive Director however they must submit the above cheques in order to secure their child's space for the following September. Parents must review and make any required changes to a photo copy of their Registration Form, sign the Parent Contract, Parent Code of Conduct and Arrival/Departure Policy etc. on an annual basis.

The submitted first month cheque for child care fees is non-refundable.

•Upon enrollment parents must have completed all registration forms, children's medical information, permission forms, emergency information and submitted a recent photograph of their child for our files.

•Parents are asked to review all policies in the Parent Handbook. The Executive Director will provide assistance in understanding the policies.

•Parents must sign a contract between themselves and the centre indicating that they will abide by all of the outlined policies and fee schedule.

•A child will not be provided child care space until all fees have been paid including;

- 1) Registration fee
- 2) First and last month's fees
- 3) All postdated cheques

➤ Parents who have a child with a severe allergy (EpiPen) must attend an EpiPen Injection Training Session in June or as required.

Any parent may withdraw their child/children from the child care centre upon two month's written notice to the Executive Director. A refund will only be paid in the event that the Board of Directors deems that there are extenuating circumstances pertaining to the withdrawal.

Denlow Community ChildCare Entrance & Wait List Policy ("Policy")

Entrance into Denlow Community Child Care ("Childcare") for spaces that become available in an individual program is based on a Wait List that is established through our Website Registration process. www.denlowchildcare.ca

There are 10 individual programs currently operating at the Centre:

- School Age #1 and/or #2 – Before and/or After School
- Pre-School #1-5 full days – Pre School Children Ages 2.5 – 4 years
- #1 – Full Time JK
- #2 – Nursery a.m. (5 days) – Pre School Children
- #2 – Nursery p.m. (5 days)
- #2a – 3 days a.m. – Mondays, Wednesdays and Fridays
- #2b – 2 days a.m. – Tuesdays and Thursdays
- #3 – 5 days Part-Time 9:00 a.m. – 1:00 p.m. or 11:15 – 3:30 p.m. –
Pre School or JK
- # 2 and #3 - 9:00 a.m. – 3:30 p.m. Pre School Children
- JK/SK Kindergarten – Before & After School

Your entrance from the Wait List into any of the programs will be based on the following considerations.

1) Priority

Spots become available to persons on the Wait List only after the following priority groups have been admitted:

- I. Returning children currently attending Denlow Child Care are given first priority for program selection, if spots are available in that program.
- II. Siblings of those children currently attending the Child Care .
- III. Children who are in the TDSB Denlow Public School Attendance area district.

Note: Out of district families may be approved for entrance into the Denlow Public School under the following considerations:

- The child was registered in the Full Time Child Care Program
- The child will continued attending the Child Care in the Before and/or After School Program

One Time Registration Fee

An annual registration fee is required for each child accepted into a program. This annual fee is \$50 for the first child and \$30 for each additional child.

There is NO WAIT LIST FEE.

2) Wait List

The Wait Lists are based on a first come first serve basis as we receive the registration forms. It will also be based on the availability of spaces and a balanced number

of age groups. Parents will be encouraged to outline their first and second Program choice as well as inform us if they would be flexible and take any program i.e. full time or part time.

NOTE: Your Pre School child must turn 2.5 years old during the school year in order to be eligible for the wait list of that year.

3) Before & After School Kindergarten

Denlow Community Child Care makes every effort to accommodate the enrolment needs of our current parents and the families in our community. Our Child Care Centre is licensed for 20 Full Time Pre School and 25 School Age Spaces. We therefore have limited spaces available.

Priority - Before & After Kindergarten

- a) **In district children currently attending the Full Time Pre School Program and will be graduating into the Kindergarten Program**
- b) **Out of district families who are currently enrolled in the Full Time Pre School Program and will be graduating into the Kindergarten Program**
 - **When spaces are full, a wait list will be formed based on the above priorities and the child's registration date (d/m/y).**
 - ❖ **We do not contact families to confirm that we have received your Registration Form for the wait list. It is the responsibility of families to contact the centre in order to ensure that we have received your downloaded form.**

- 4) Subsidy Enrolment Deposit Policy – Subsidized families will pay a \$50.00 Registration Fee prior to the Registration date which is non-refundable. A deposit of 50% of the first monthly fee will be required prior to the Registration date and held in trust until the family withdraws from the program and the centre receives all required payments from the family and the City of Toronto.**

Contact Procedure

When a space becomes available and your child's name is next on the wait list, we will contact you via the email address on the form. If the parent does not respond to the email message within 48 hours to confirm that they want the space, we will go to the next name on the list.

5) Initial Interview

When a space becomes available the parents will be contacted from the wait list and asked to come in for a tour and an initial interview. The staff will use this opportunity to meet the child and gather information that is pertinent to the child care program. The Executive Director will review our Parent Handbook containing information regarding our Program, Policies and Procedures.

If at the time of the meeting, a parent informs the Director or staff member that the child has an identified special need, the staff will gather any information from the parent, and may contact our Special Needs Consultant to ensure that the child's needs can be accommodated in our program.

If after meeting with the family, and consulting with the Special Needs Consultant, it is determined that Denlow Community Child Care may not be the best option for the child, DCCC will make every effort to assist the parent in finding a suitable alternative.

If your child's name comes up the list for an available child care space

NOTE: It is the parent's responsibility to inform the child care in writing at the end of the school year (April/May) if they want their child's name transferred to the following years wait list. A new/updated Registration Form must be downloaded and submitted from our Website.

Privacy and Confidentiality

Denlow Community Child Care must maintain the Privacy and Confidentiality of all families and children on our Wait Lists. If you wish to confirm your status on the Wait List, you must contact the Executive Director by telephone. Please understand that the sequence on the wait list may change from time to time and year to year according to the Priority List.

The Board of Director and Executive Director of the Childcare reserves the right to modify or amend this Policy according to the needs of the Community, financial and/or program status of the Childcare, or any unforeseen circumstances/requirements of the TDSB, Denlow Public School or Denlow Community Child Care.

Parent Name: _____ Date: _____

Parent Signature: _____