



ENROLLMENT POLICY for Licensed Child Care Programs

For the Licensed Child Care Programs (Infant/Toddler Program, the 3-5 Group Care Program and the School Age Care Programs) only:

When there are vacancies and the setting is suitable for the child, children will be accepted as follows:

1. Children currently enrolled in the Parkgate Community Centre's Licensed Child Care Programs (Infant/Toddler, 3-5 Group Care or School Age Care programs) and moving to the next age group
2. Children currently enrolled in part-time care in the Parkgate Community Centre's Licensed Child Care Programs (Infant/Toddler, 3-5 Group Care and School Age Care programs) wishing to increase to full-time care and vice versa
3. Siblings of children currently enrolled in the Parkgate Community Centre's Licensed Child Care Programs (Infant/Toddler, 3-5 Group Care and School Age Care programs)
4. Families applying for admission for the first time, based on date of application, age of the child, school that the child attends or will attend, and desired entry date.

Vacancies, in the Licensed Child Care Programs (Infant/Toddler, 3-5 Group Care and School Age Care programs) only, will be assessed and be defined based on a range of eligible waitlist criteria (e.g. age of child, school child does/will attend, ratio of part to full-time spaces within the child care setting, ability of staff to plan for continued delivery of service from one program to the next, and the ages of other children in the child care program). Parkgate Community Services will maintain a waiting list. Families who wish to be on the waiting list are required to complete and submit a waiting list form. Children's names will remain on the waiting list until (1) the family requests that their child's name be removed or (2) the family does not return our phone calls or emails when offered a spot or when asked to update information.

ENROLLMENT POLICY for Two Year Old Program for Preschoolers

My First Preschool only:

When there are vacancies and the setting is suitable for the child, children will be accepted as follows:

1. Families applying for admission with siblings previously enrolled in the program based on date and time of application.
2. Families applying for admission for the first time, based on date and time of application.

Waiting list forms can be handed in between 8:30 am and 11:00am on the Tuesday following the Victoria Day long weekend. Enrolment for the following September will be conducted on a first-come basis. Waiting List forms must be handed in to the Parkgate Reception where they will be time and date stamped.

- Children registered in My First Preschool do not have priority enrolment into Parkgate Community Centre's Infant/Toddler, 3-5 Group Care or School Age Care programs.

The Licensed Child Care programs and the Two Year Old Program for Preschoolers (My First Preschool) are *separate* programs and maintain *separate* waitlists. Families who want to have their child's name on both lists must fill out both waiting list forms.

Updated: January 2011