

## **CHILD CARE ENROLLMENT POLICY**

### **For the Infant/Toddler Program, the 3-5 Group Care/Kindercare 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 Child Care Programs and moving to the next age group
2. Children currently enrolled in part-time care in the Parkgate Community Centre's Child care Programs wishing to increase to full-time care and vice versa
3. Siblings of children currently enrolled in the Parkgate Community Centre's Child 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 Child Care setting 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.

### **For the Two Year Program for Preschoolers only:**

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

- Families applying for admission for the first time, based on date of application.

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