

Jan 2, 2014

Canmore Community DayCare Society

Bow Valley Before & After School Care Programs

Childcare wait list policy

How our child care wait list works:

Our centre operates at capacity all year round and we keep an extensive waitlist on top of that as well. Therefore, in order to be considered for enrollment, you will need to begin by signing up to go on to our waitlist as soon as possible. To place your child's name on the waiting list we recommend that you attend a tour of our centre.

Given that we are an accredited licensed facility, we follow the age and class size requirements; which means there are limits on the number of children we can have in any one of our classrooms- based on age. We suggest that you also consider other child care options, as we are not able to offer child care services to all on our waitlist, and cannot offer guarantees.

If you choose to join our wait list:

Step 1: Please access our website: www.canmoredaycare.com and download the waitlist form. Please complete the form and either drop it off or mail it to our centre. We charge a non-refundable fee of \$25.00. Monies are put towards a community enrichment fund.

Step 2: Once the form is received along with the administration fee, your child will be added to the waitlist according to the date the application was received and their birth date.

Step 3: If there are any changes to your contact information, please notify our centre right away.

Step 4: Please contact our centre every 6 months to confirm that you would like your child's name to remain on our waitlist. We annually review our list and remove names of those who have not been in contact with our centre.

Step 5: Our team is pleased to offer tours of our centre, please contact our office and make an appointment.

Openings:

When a child leaves our centre:

We go through an internal 'shuffle' (unless the child is in our youngest classroom) and move child (ren) who are eligible for the classroom to where there is the opening. We then identify which classroom has an opening.

We consider staff, either new or returning, with children and families that are in crisis situations.

We then go through our list and look if there are any siblings of current families who fall within the age range we have an opening for.

If there are no matches, we then look for the child at the top of the list who falls within the age range we are looking for and who resides in the town of Canmore. If there are no matches, or the spot is declined, we then continue the process and look at the general public list.

Prospective parents will have 48 hours to respond and another 48hrs to accept the space and finalize the paper work. If declined or there is no reply, we will continue to call and offer a spot to the next eligible child. We will continue this process until the spot is filled.

Declining a Spot:

We understand that the offer of a child care spot might not come at a time that works for the family. The first time a spot is declined, we keep the child's name on the wait list in the same order. If a spot is declined a second time, then the child's name will be moved to the bottom of the wait list. After the third refusal, the child's name will be removed from the wait list.

Thank you for considering our centre.

