

Canmore Community Daycare Society

Bow Valley Before & After School Care Programs
Including Junior Kindergarten

Roundhouse Daycare waitlist policy

How our childcare waitlist works:

All our programs operate at capacity all year round and we also sometimes keep extensive waitlists (Roundhouse, Out Of School Care – OOSC, & Junior Kindergarten) for all programs.

To be considered for enrollment at our programs, you will need to begin by signing up to go on our waitlist as soon as possible.

For the *Roundhouse Daycare Location*, this means placing your child's name on the waiting list as soon as possible after they are born. Given that we are a 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 childcare options as spaces are limited, and we cannot guarantee that a space will be offered by being on the waitlist.

For the *Junior Kindergarten program*, JK registration will happen on a specific designated date each year and the date will be announced on our website and social media account in January of the year in advance of the start of the school year in question. This registration is extremely popular, and spaces will be given on a first come, first served basis on opening day of registration. Details of the registration process will be available at the announcement of registration day.

If you choose to join our waitlist:

Step 1: Please access our website: www.canmoredaycare.com and download the waitlist form. Please complete the form and email it to the Roundhouse.

Step 2: Once the form is received, your child will be added to the waitlist according to the date the application was received.

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

Step 4: Please contact the Roundhouse 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: When possible, we do offer full time and part time care for children. We do not offer a drop-in service.

Step 6: If, and when a space arises, the first eligible family on the waitlist (eligible to the available age space being offered), will be contacted by phone and or email. We will try to offer this space with 30 days notice of the space becoming available. Families will have 48hrs to respond to the offer and arrange a tour. If there is no response after this time, the space will be offered to the next available family.

Step 7: On acceptance of a space in any of our programs, you will be sent a registration package and your space in the appropriate program will be confirmed upon return of the completed package.

Step 8: Families may decline a position 2 times before they will be removed from the waitlist and asked to reapply. We understand that the offer of a childcare 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 time declining, we will consider that care is not required and deem the application inactive.

Please note that our waitlist policy may change without notice. For up-to-date information, please call the main office at 403-678-5762.