



## **Registration Waitlist Policy and Guidelines Revised November 2019**

The Whitney Child Centre does not charge a fee to have a child placed on our waitlist.

The Centre does charge a registration fee once your child has been accepted into our program.

THE WHITNEY CHILD CENTRE (“THE CENTRE”) ENDEAVORS TO PROCESS ALL APPLICANTS FAIRLY AND IN ACCORDANCE WITH THE GUIDELINES SET OUT BELOW. HOWEVER, THE WCC RESERVES THE RIGHT TO MODIFY OR MAKE EXCEPTIONS TO THESE GUIDELINES FROM TIME TO TIME AS DEEMED APPROPRIATE BY THE BOARD OF DIRECTORS.

### **GENERAL INFORMATION:**

- In-district families requiring daycare take precedence over part-time applicants. Out-of-district parents requiring daycare take precedence over out-of-district part-time applicants.
- If a child receives priority as a daycare applicant, but reduces to part-time prior to the time that registration packages are due, that applicant will lose priority status and will be processed by the original date of application.
- Full-time children have priority for lunch program.

### **REGISTRATION PROCESS:**

- Internal applications are accepted in December and families have priority for one month. Registration is on a first-come, first-served basis. External applications are processed on or about January 1;
- Application forms from the general public may be submitted as early as 16 months prior to the year of registration (i.e. June 2020 for September 2021) and kept on file until the registration process begins in January;
- Applications are only accepted online. The Supervisor can assist with this process if necessary.
- Applications are dated as received by the WCC online;

**FORMS ARE NOT CARRIED OVER FROM YEAR TO YEAR, PARENTS MUST RE-APPLY ANNUALLY.**

## **TODDLER AND PRESCHOOL REGISTRATION**

Applications for Toddler and Preschool programs are processed using the following criteria, and as well a minimum of ten spaces are reserved for full time applicants:

1. Families currently using the WCC.
2. Children of WCC and WPS staff.
3. Alumni of the WCC who live in the Whitney Public School district have priority if their application is made by the end of October in the year before the year of enrollment, e.g.. October 2020 for September 2021 enrollment.
4. New families who live in the WPS district.
5. New families who live outside the WPS district.

## **KINDERGARTEN REGISTRATION**

The Kindergarten Program is operated through a third party agreement with the TDSB. As such our programs are 100% cost recovery through fees collected from parents. Our group size for kindergarten is 26. While we try to accommodate every family, children may be waitlisted if there is not sufficient interest to run/open a class.

Families with children enrolled in the Whitney Public School who are interested in before and after care can apply to the Whitney Child Centre following their application process. Applications will be processed using the guidelines listed below:

The WCC will not necessarily be able to accommodate all children graduating from the Preschool program into our Kindergarten program. The Centre can only process applications from families whose children have been accepted into the Whitney Public School.

Applications for Kindergarten programs are processed using the following criteria:

1. Children who have been registered in JK at the WCC have first priority followed by children who have been registered in preschool:
  - a. Children who are currently attending WCC full-time
  - b. Children who are currently attending WCC part-time
  - c. Children with siblings at WCC.
  - d. If there are more applicants than space available, the original year of admission to WCC may be considered.
2. New families who live in the WPS district.
3. New families who live outside the WPS district but have been accepted by the WPS.

## **SCHOOL AGE REGISTRATION**

The WCC will not necessarily be able to accommodate all children graduating from the Kindergarten program into our School Age program. The Centre can only process applications from families whose children have been accepted into the Whitney Public School.

Applications for the School Age program will be processed using the following criteria.

1. Children already registered at the WCC.
  - a. Children currently registered in school age.
  - b. Children currently registered in SK.
  - c. Children with siblings at the Centre
  - d. Children requiring five days will get priority over children signed up for less than five days.
  - e. If there are more applicants than space the original year of admission at the WCC is considered.
  - f. New families who live in the WPS district.
  - g. New families who live outside the WPS district but have been accepted by the WPS.

## **APPLICATION PROCESS REVIEW**

Parents complete an application form on line.

External registration opens on June 1<sup>st</sup> 2020 for September 2021.

Forms are not carried over from year to year. Families must apply annually.

Internal applicants have priority to register current children and siblings in December.

External applications are processed in January using the protocols listed above.

The applications are grouped according to the age group the parent has applied for, and are kept in order according to date received.

The Supervisor will contact all applicants to advise if a space is available. If the Supervisor has not been able to contact that family within five business days, the next family on the waitlist will be contacted.

Once families have accepted as space at the Centre, they must pay the registration fee to secure the space. The space is not guaranteed until that fee is deposited.

The Supervisor will endeavor to give applicants as much information regarding their status as is available, parents can be told their position on the waitlist, but not the names of any child or family on the waitlist. Applications will be organized by date received, and processed according to date and order of submission using those protocol listed above.

