

## Kew Beach Daycare Enrolment & Transition Policy

Kew Beach Co-Operative Daycare has an open and non-discriminatory admission policy. Enrolment is based on a waiting list implemented with a set of established priorities.

All admissions are subject to the overriding requirement that the age of the child needing care be compatible with the level in the Daycare at which the space is available. The following admission criteria are listed in order of priority:

### INITIAL ACCEPTANCE :

- 1) In order of application date  
Equal priority for initial acceptance into Kew Beach Daycare will be given to
  - a) A sibling of a child currently enrolled and in attendance at the daycare
  - b) Children of staff working at Kew Beach Day Care
  - c) A child who has withdrawn from the Day Care because the parent was laid off work will have the next priority for an available space if the parent is able to return to the workforce within a one year period. Appropriate documentation will be required for proof of lay off
- 2) Children of staff working at Kew Beach Public School
- 3) Children within district for Kew Beach Public School

NOTE: if a spot is offered and turned down and the parent wishes to keep their child's name on the wait list, the application date reverts to the *new* date applied (ie: date turned down and re-applied) If a spot is turned down a second time then the child's name will be removed from the waiting list

### **\*\*\*Admission to the Preschool Program does not guarantee admission to the Full Day Kindergarten Before & After Care Program\*\*\***

Kew Beach Daycare will make our best efforts to accommodate as many students as possible who are moving from each level of program through to the next level (Preschool to JK, JK to SK, SK to School Age). However, there are a limited number of spaces available, and allocation of the space will be made using the following priorities:

### FDK - JK/SK

- 1) Children currently enrolled within the Preschool / JK Program
- 2) If there are two children of equal ranking eligible for an available space, then the spot will be given to the child who was the first enrolled in the daycare program
- 3) If there are two children of equal ranking with above priorities, then the spot will be given to the child who has the earlier date on the wait list
- 4) If all above priorities are equal, then precedence will be given to the child who:
  - a) Has a sibling currently in one of the Kew Beach Daycare Programs (Preschool, FDK, School Age)
  - b) Children of staff working at Kew Beach Day Care
  - c) A child who has withdrawn from the Day Care because the parent was laid off work will have the next priority for an available space if the parent is able to return to the workforce within a one year period. Appropriate documentation will be required for proof of lay off
- 5) Children of staff working at Kew Beach Public School
- 6) Children registered for Kew Beach Public School
- 7) If all of the above priorities are equal, then admission will be at the discretion of the Board of Directors

### **\*\*\*Admission to the Full Day Kindergarten Before & After Program does not guarantee admission to the School Age Program\*\*\***

## SCHOOL AGE

- 1) Children currently enrolled within the FDK Program
- 2) If there are two children of equal ranking eligible for an available space, then the spot will be given to the child who was the first enrolled in any of the Kew Beach Daycare Programs (Preschool, FDK)
- 3) If there are two children of equal ranking with above priorities, then the spot will be given to the child who has the earlier date on the wait list
- 4) If all above priorities are equal, then precedence will be given to the child who:
  - a) Has a sibling currently in one of the Kew Beach Daycare Programs (Preschool, FDK, School Age)
  - b) Children of staff working at Kew Beach Day Care
  - c) A child who has withdrawn from the Day Care because the parent was laid off work will have the next priority for an available space if the parent is able to return to the workforce within a one year period. Appropriate documentation will be required for proof of lay off
- 5) Children of staff working at Kew Beach Public School
- 6) Children registered for Kew Beach Public School
- 7) If all of the above priorities are equal, then admission will be at the discretion of the Board of Directors

## PROVISIONS

In order to remain on the waiting list for the School Age Program, students must be currently attending Kew Beach Public School.

Spaces in Kew Beach Daycare FDK & School Age programs are reserved strictly for those students who are registered for Kew Beach Public School.

**All spaces are allocated until June 30<sup>th</sup> of each year, any child who will not be attending Kew Beach Public School for September of that year will be required to withdraw from the daycare program effective June 30<sup>th</sup>.**

A child who currently attends Kew Beach School and is enrolled in any of the programs (Preschool FDK / School Age) but does not meet the above provisions *will not* be asked to leave the program. Their position in the current program is secure unless they choose withdraw. However, movement up to the next level of programming is contingent upon the set of priorities laid out in the admissions guidelines.

NOTE: in the case of extenuating circumstances, the Kew Beach Daycare Board of Directors reserve the right to offer a vacant position to any student if the need arises. Kew Beach Daycare Board of Directors also reserves the right to ask for withdrawal from any student consistent with Kew Beach Daycare Policies and Procedures .

## TIMING and DEPOSITS for FDK and School Age Programs:

Confirmation of continuation in current program and a non-refundable deposit in the form of one month's payment (summer fees) will be due March 31st for all students wishing to continue in the program at the end of each school year. Failure to give a deposit and confirm continuation in the daycare centre will be accepted as withdrawal from the program .

Admission to each program will be confirmed by April 15. Any spots that become available after the admissions deadline will be allocated out based on the priorities listed above for each age grouping.

**I have read, understand and agree to the terms of the Enrolment and Transition Policy for Kew Beach Daycare.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date