**ADMISSION OF NEW CHILDREN AND ENROLLMENT PROCESS**

**Purpose**:

To define and outline procedures for enrolling new children into the Program.

**Guidelines**:

1. Any child in grade one to eight may be placed on the waiting list.
2. A parent or guardian must complete a **Waiting List Registration Form** and a non-refundable payment of $50.00 must be received by the program at the time the form is completed.
3. The $50.00 payment does not guarantee a space for the child in the program
4. The child is not considered to be on the waiting list unless the form is complete and payment has been made. Registrations will not be taken by phone or e-mail.
5. Due to the nature of the organization, children enrolled in the Program located at the Princess Margaret Junior School are automatically considered graduates to the Program located at the John G. Althouse Middle School once they complete grade five.
6. Priority for enrollment is based on the following:
7. Children in grade five who are enrolled at the Princess Margaret location.
8. Siblings of children currently enrolled in the program or who have been enrolled in the program within the last 12 months.
9. All other children on the waiting list, priority by date registered on the waiting list.
10. Priority will be given to children who live in the school’s designated attendance area.
11. Children living outside the school’s attendance area who are accepted into the school.
12. In January of each year the program will provide the School with a copy of the waiting list. The program Director and the school Principal will work together to determine enrollment for the up and coming year.
13. In April each year the Program Director will complete the process of Pre-Registration for the up and coming year. All parents with children currently enrolled in the program will indicate whether their child will return to the program for the next school year.

(continued page 2) Enrollment Process

1. Once the pre-registration process is complete a master list will be established to determine available spaces in the Program.
2. The Director or the Site Supervisor will contact those parents on the waiting list in order of priority to offer their child a space in the program.
3. Two attempts will be made to contact parents on the waiting list. If a parent cannot be reached by phone a message may be left on an answering machine if available.
4. Parents will be provided a reasonable period of time in which to reply or accept the child care space. All attempts to contact parents will be documented in writing.
5. Once the parent has accepted the child care space his or her name will be added to the master enrollment list. This process will continue until all available spaces are filled.
6. Parents of any remaining children on the waiting list who were not offered a child care space in the program will be contacted and advised that they are still on the waiting list.