



*Celebrating 30 Years*

79 Jackman Avenue  
Toronto, Ontario M4K 2X5  
416-466-8715  
jackmandaycare@bellnet.ca

## DAYCARE APPLICATION FORM

**Jackman Community Daycare offers full-time childcare for children in Jackman School's catchment area. Care is available to children in Preschool (age 3) up to Grade 6. The Before & After (B & A) Programs for Kindergarten are run by the Daycare, serving as the TDSB's Third Party Operator; the Daycare waiting lists are used to fill the JK and SK B & A spots. Daycare Applications are filed on the waiting list by birth year and in the order received.**

Child's Last Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex: Female \_\_\_\_\_ Male \_\_\_\_\_  
(mm/dd/yr)

Home Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Parent's Name \_\_\_\_\_ Home phone \_\_\_\_\_  
Business Phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
Email Addresses \_\_\_\_\_

Other Parent's Name \_\_\_\_\_ Home phone \_\_\_\_\_  
Other Parent's Address if different from child's \_\_\_\_\_  
Business Phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
Email Addresses \_\_\_\_\_

Siblings (if any) & their birth years \_\_\_\_\_

Other Information Relevant to Application \_\_\_\_\_  
\_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

By filling this out and sending via email we consider this form to be signed electronically

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**YOU MAY DROP OFF THIS APPLCATION IN THE DAYCARE'S MAIL SLOT LOCATED IN THE SCHOOL OFFICE OR SEND BY EMAIL TO: jackmandaycare@bellnet.ca**

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**For Office Use Only** (Revised May 2016)

**Date Application Received** \_\_\_\_\_

## JACKMAN COMMUNITY DAYCARE WAITING LIST AND ADMISSIONS PROCESS

While anyone may fill out an application, a child must be eligible to attend Jackman School before they can be offered a space at Jackman Community Daycare. We strongly encourage anyone who thinks they may need daycare in the future to fill out an application and put their child's name on the waiting list. Most families submit an application many years in advance, often right after their child is born. Applications are only accepted once the child is born. The demand for care is generally greater than the number of spaces available; therefore we maintain a waiting list of candidates for each birth year. **We have a first-come, first-served policy; there is no priority given to siblings.**

### **The Preschool Admissions Process for 3-year olds:**

The Daycare provides full-time care for children who turn 3 in any given calendar year. Each spring we will call the first 16 families on the daycare waiting list. A family must live in Jackman's English catchment area to accept the Preschool space when offered. Preschool children automatically move up to the JK B & A program the following September.

### **The JK & SK B & A (Before & After) Admissions Process**

Jackman Community Daycare is the Third Party Provider of the B & A program for the Toronto District School Board (TDSB). In the spring we will call the next families on the respective JK & SK waiting lists and invite them to fill the remaining spots in these two rooms for September. The Daycare is licensed to care for 26 JKs and 26 SKs.

It is our intention that all children who start in the Daycare in Preschool, JK or SK will be able to continue in the Daycare through Grade 5 or 6.

If a family does not live in Jackman School's English catchment area or is otherwise unable to accept the daycare space when offered, the next family on the waiting list is then contacted, and so on, until we have filled all available daycare spaces. The only exception is if a family whose child is awaiting acceptance into Jackman School's French Immersion program for SK cannot accept a Preschool or JK space in the Daycare when offered because they do not reside in Jackman School's English catchment area. In such cases their application will be kept at the top of the waiting list until which time they are accepted into the French Immersion program at Jackman and a daycare space becomes available.

### **Other admissions Information:**

If a child withdraws from the Daycare mid-year we try to fill the vacancy with a child from the same birth year. Therefore, the next child on the waiting list from that year will be offered the space. If the space is offered to a family and not accepted, the application is removed from the waiting list and the next child on the Daycare waiting list will be offered the daycare space and so on until the space is filled.

When you accept a spot, an interview will be arranged to familiarise you and your child with the Daycare, to answer questions and to complete admission forms prior to enrolment. **A \$75 non-refundable registration fee is payable at the time the Daycare or B & A space is offered and accepted.** As a non-profit childcare centre, Jackman Community Daycare has the right to refuse admission to anyone at the discretion of the Board of Directors.

**If a family declines a spot in the Daycare when offered, they must re-apply and their application will be placed at the bottom of the waiting list when it is received. Withdrawals during the school year require a minimum 30 day notice; any withdrawal or decision not to attend Daycare in September must be submitted in writing by June 1st or one month additional fees will be due.**