



## **Daycare Wait List Procedures**

As a space in a Daycare program room becomes available, the Daycare will contact families on the Wait List from first to last for the specific age group corresponding with the vacancy, until the vacant spot(s) have been filled. For example, if a Grade 2 student withdraws, we try to fill the spot with a Grade 2 child. The first child on the Grade 2 Wait List will be offered the space, followed by the second, etc.

**Once offered a space, parents have 48 hours to accept the space. Confirmation of acceptance is made by way of completion of the online registration form and a non-refundable payment of 2 weeks (10 days), of room fees.** This payment will be credited to the first month invoice. If families decide not to attend, a refund will not be provided.

If a family is unable or chooses not to accept a vacant spot when notified, the application will be removed from the Wait List, or put to the back of the Waiting list upon request. In other words, there is not an option to “defer” admission to a Daycare program. A child’s position on the waiting list is available upon request, while maintaining the privacy and confidentiality of children on the list.

## **Additional Notes & Exceptions**

There is no priority given to any children for the initial Preschool, JK or SK intake, including siblings of children already enrolled in a Daycare program. However, if a younger child is offered a space and has an older sibling in Grades 1-6 AND if there is a vacancy in the older grades, the Daycare will try to accommodate both children.

If a family whose child is awaiting acceptance into Jackman School’s French Immersion program for JK cannot accept a Preschool space in the Daycare when offered because they do not reside in Jackman School’s English catchment area, the application will be kept at the top of the Wait List pending the child’s acceptance into the JK French Immersion program.

From time to time the Executive Director/ Supervisor or Supervisor may recommend that the Board of Directors of Jackman Community Daycare approve an exception to the admission policy for educational or programming needs, or for unforeseen circumstances.

Jackman Community Daycare reserves the right to refuse admission to anyone, or withdraw services, at the discretion of the Board of Directors and in accordance with this policy.