



Policy # 02

Revision date: November 9, 2018

July 10, 2019

Whitestone After-School Program

Waiting List Policy

Purpose

This policy is intended to give Parents and Guardians guidelines on how a waiting list for registration and attendance at the After-School Program will be managed.

In an effort to make enrollment as fair as possible we have considered several factors in determining our policies.

After School Program Capacity

The capacity for the After-School Program is a maximum of fifteen (15) Primary/Junior School Age children (68 months to 13 years). The Ministry of Education license for the Program however, provides for a 'Director's Approval' for a mixed age grouping. This allows that 25 % of the children, being a total of four (4), may be from younger or older age groups. The maximum capacity remains at fifteen (15).

Policy

Prospective parents will meet with the Municipality of Whitestone in order to be placed on the waiting list. There is no charge for placing a child's name on the waiting list.

When room becomes available in the program (based on the criteria below) and the child has been accepted, Parents will be notified by email and / or by telephone. Parents will have three (3) working days to respond and confirm that they have a need for the program and wish to register.

Registration forms will then need to be completed upon acceptance, and fees paid for the first month prior to the child attending the program.

Admission of new children is based on a waiting list that is managed according to the following criteria:

- Children who require fulltime care and will be attending fulltime (i.e. four or five days per week)
- Siblings of families already enrolled in the program
- Children that reside in the area and are eligible to attend the Whitestone Lake Central School
- Children that reside in other areas

Children are placed numerically on the waitlist based on the date and time that the request is received and acceptance will be considered as per the criteria above.

The above-noted priority system, at the sole discretion of the Municipality of Whitestone, may be revised in order to give higher priority to children in extenuating circumstances.

NOTE:

Children who will be attending infrequently and occasionally.

These children may be accepted into the program conditionally however, if on the day the Parents would like them to attend the After-School Program is full and at Licence capacity, Parents will be advised that other arrangements will need to be made.

Parents who register children under these circumstances will sign a waiver accordingly and the Municipality of Whitestone shall not be held responsible for finding alternate After School Care for the child.

At no time will the Municipality of Whitestone allow for the Licence capacity to be exceeded.

Policy Review:

The Municipality of Whitestone will review this policy annually or at any other time when deemed necessary.