**Tilbury Tots Early Learning Centre**

**Registration for School-Age Children Programs**

**Intent**

This policy allows TTELC to accommodate as many clients as possible and outlines the process for applying for a school-age space for the school year.

It also outlines the new summer program for children in Kindergarten or Primary Junior Children.

**This policy shall**

1. Explain the Contract for Care categories for children using services during the school year.
2. Explain the Contract for Care for the School year only. (September to June)
3. Explain the Holding Fee for a school-age program space.
4. Explain booking procedures for children for non-instructional days.
5. Vacation entitlements for School-Age children.
6. Explain the Summer Program for school-aged children.

**Guidelines**

**Contract for Care Categories**

When a child is registered to attend TTELC, they will be registered as one of the following;

1. Full time child using 4-5 days a week
	1. These can be either Before and After School (2 sessions a day) or Before or After School Sessions. (1 Session a day)
2. Part time child using 1-3 set regular days a week and will be billed for set scheduled days.
	1. These can be either Before and After School (2 sessions a day) or Before or After School Sessions. (1 Session a day)

**Preference is given to children registered as full time.**

For part time clients, TTELC will attempt to accommodate as many families as possible by sharing spaces.

**Contract for Care Application for Care for the School Year September to June**

Parents will need to apply for a school age space **each year**, **by completing a Contract for Care Application in the spring** and return it to their preferred site by the due date.

This program will only run from the first day of school in September to the last day of school in June.

There will not be full time spaces available for staggered entries for children entering into kindergarten.

The application will be distributed to,

1. Existing enrolled Preschool Children entering school in September.
2. Existing Kindergarten children.
3. Existing Primary Junior Children. (Grade 1 and up)

The application will indicate a return due date and the applications received by the due date will be considered for any spaces.

Applications received after the due date will be considered for any remaining available spaces.

Failure to return application by due date will result in child care space being terminated. Parents will be required to re-apply on the waitlist.

Any available spaces after all applications from existing families have been reviewed, will be filled from our waitlist.

Please note that applying for a space does not guarantee that you have a space for September.

**Holding Fee for a School Age Space**

After the due date for applications has passed, Site Supervisors will contact families to let them know if there is a space available for them for the upcoming school year.

At that time, Parents will need to pay a **non-refundable** holding fee to secure their space for the school year.

1. The holding fee will be determined annually and indicated on the Contract for Care Application.
2. The holding fee will be credited to the families account and will be applied to School Age or Kindergarten fees in September until the holding fee is used up. This is providing that the child returns to School Age programs in September.
3. If a child does not return to the Kindergarten or School Age program they were scheduled for, this will result in the deposit being forfeited and no fees will be returned to the family.
4. Holding fees only apply to school age programs and will not be applied to any other programs.

Once the space has been confirmed and the holding fee has been received the School Age and/or Kindergarten children will be scheduled as per the Contract for Care.

Requests for occasional additional days or occasional changes to hours for drop off made after noon on Wednesdays will be granted if the request does not require an adjustment to staffing requirements.

Two weeks notice is required by Parents to permanently alter their contract for care. Part time families will need to contact their site supervisor if they are looking to change the days of their contract or to add days to their contract.

If management notices families with significant changes to the agreed days of use, they will contact the family to see if the family needs to alter their contract.

**Non-Instructional Days**

Booking for non-instructional days are not part of the contract for care and must be **booked by calendar by Wednesday at noon for the following week**. Once booked you will be billed for them, and cancellations will not be credited.

**Vacation Weeks Entitlement for School Age Children during School Year**

Families using before or after school care are entitled to a maximum of 3 weeks (one- or two-week periods) of booked vacations in a school year. A maximum of 2 weeks of vacation is allowed in a one-month period. Any absences over the 3 weeks per school year will be billed as per the signed contract and billing policy. Vacation weeks must be taken in week blocks, Monday through Friday.

Exceptions to vacation week entitlements are;

1. Kindergarten or School Age children during the months of July and August.
2. March Break
3. Christmas Closure
4. August Shutdown