

CATEGORY: Parent Related Policies and Procedures

DATE: November 2016

SUBJECT: Waiting List Policy & Admission Procedure

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



Policy Statement:

As there is a high demand for space in Centennial Infant and Child Centre's specialized preschool, applications will be accepted at any time and information entered onto our data base.

Purpose:

To ensure that the Wait List and Admission Procedure is equitable for all families requesting space at CICC.

Policies

CICC follows the following practices:

- CICC does not charge for children to be placed on the waitlist.
- Waitlist priority will be based on a "first come, first served basis". The Centre Manager reserves the right to manage the waitlist in the best interest of CICC's specialized preschool program. Admission will be granted at the Centre Manager's discretion based on program needs and space availability.
- When a parent/guardian makes a request regarding their child's status on the waitlist, information will be handled in a manner that protects the privacy of all individuals on the waitlist.
- Each families or parent/guardian is asked to complete the Preschool Program Request form which is found on our website at www.cicc.on.ca or families can request an application form and submit to the Program Manager by email.

Admission Procedure

When a parent/guardian has been offered a space in CICC's preschool for their child, the following procedure will be followed:

1. When a space is available for a child on the waitlist, the family will be contacted by Centre Manager by email or telephone to arrange a virtual or in-person visit to the preschool.
2. At the scheduled visit the family will be provided with detailed information about the preschool, given a tour and time to observe the program and a registration package to take away with them to complete. If a virtual tour is provided, all materials will be sent via email to the family.

3. The registration package will include:
 - A two-page written description of the preschool program which includes tuition fee information.
 - A cover letter with instructions for completing forms, tuition, and childcare subsidy information.
 - Credit card payment authorization form
 - Emergency Contact sheet and Preschool Medical Information sheet
 - Letter and Toronto Public Health form for immunization
 - Preschool Permission form
 - Hearing Questionnaire
 - CICC policy sign off sheet (policies are available to view on CICC website or a hard copy may be requested). Policies include Equity, Diversity and Inclusion, Behaviour Management, Child Abuse, Health, Anaphylactic, Sun & Smog, Parent Involvement and Withdrawal policy, Covid-19 and Illness Policy.
 - Consent forms for CICC's Occupational Therapist and Physiotherapist
 - Consent form for Consulting Speech and Language Pathologist from Surrey Place Centre
4. After completion of registration package, space in the preschool program will be confirmed and reserved.
5. If applicable, an email will be sent to Kidsline at Toronto Children's Services Subsidy office to confirm a space in the program.
6. Family will be directed to CICC's website to review the Parent Handbook (if family does not have access to internet, a hard copy of handbook will be provided)
7. Prior to starting the preschool, staff including Teachers, Occupational Therapist, Physiotherapist, Speech and Language Pathologist (and Early Interventionist if applicable), will meet with the parent(s) and their child. At this meeting the following information will be discussed:
 - Developmental, health concerns, and Diagnostic Information
 - Other support services accessed i.e., EI, EarlyON Child and Family Centres
 - Vision/hearing
 - Communication
 - Social Interactions
 - Self-help and Playskills
 - Physical abilities
 - Child's interests
 - Parent goals for their child
8. Medication and Emergency plans: if medication is to be given while at preschool, parents will be responsible for asking their child's physician to complete the necessary forms. Parents will be asked to provide 2 prescription labelled bottles for the centre (for the classroom and the gym). Staff and/or Preschool Manager will work with the parents to create a Child Health Plan which will be signed by staff and parents.

Training will be arranged, if necessary. Please refer to ***Emergency Health Plans, Allergies, Special Dietary and Feeding Plans policy***

9. Health Plans: if other Health Plans are required for other health-related issues such as seizures, allergies or feeding plans, parents and staff and/or Preschool Manager will work together to create these Health Plans. These will be signed by the staff and the parents. Training will be arranged, if necessary. Please refer to ***Emergency Health Plans, Allergies, Special Dietary and Feeding Plans policy***.