**Wait List Form – Contact Details**

**Child’s Information**

|  |
| --- |
| **Important Information*** Applications must be completed in full
* There is a non-refundable $40.00 fee which must accompany the application form
* Families with CCDF childcare vouchers are not required to pay this fee
* A fact sheet is attached to this form for families to read, prior to completing the waiting list form. The fact sheet outlines the waiting list procedure
 |

|  |
| --- |
| Child Information |
| First Name |  | Last Name |  |
| Date of Birth |  | Gender |  |

**Requested Approximate Starting Date: MONTH / YEAR or ASAP**

**Days and times of requested care:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Hours 4am-6pm |  |  |  |  |  |

Please note Preschool hours are 8am-12pm Monday-Friday with wrap-around childcare included

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Guardian’s Name |  | Relation to Child |  |
| Home Address |  |
| Primary Phone No. |  |
| Email Address |  |
| Employer |  | Employer Phone No. |  |

|  |  |
| --- | --- |
| Main language spoken at home? |  |
| Additional need of child? |  |
| Medical conditions of the child? |  |
| Disability or developmental delays of child? |  |
| Please provide us with any other information we should know about your child |
|  |
| Other Children in the family |
| Name | Sex | Date of Birth | In need of childcare (if applicable) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Parent/Guardian Name: |  |
| Parent/Guardian Signature: |  | Date: |  |
|  |  |  |  |

**FACT SHEET**

**Attendance and Pricing**

Thank you for entrusting Perry Preschool and Child Care with your child(ren). We are honored to be your early childhood education provider and we take this responsibility very seriously as we know this is a crucial developmental stage for your child(ren).

It is our policy to periodically review our tuition structure to ensure that our organization remains financially viable. Perry Preschool and Child Care operates as a non-profit organization and a large percentage of our income each year is provided by grants, fundraising efforts and in-kind donations of time and material that offset the cost that families pay. In the interest of full transparency, we are providing the true cost of care for your child(ren) along with the subsidized amounts made possible by the fundraising initiatives listed above.

After careful review, the following tuition structure will be put in place for 2022:

|  |  |  |  |
| --- | --- | --- | --- |
| **Classroom** | **True Cost of Weekly Care** | **Subsidized Weekly Tuition** | **Subsidized Daily Tuition** |
| Infant (0-12 months) | $390 | $200 |  |
| Toddler (12-36 months) | 4285 | $180 |  |
| Preschool (36 months +) | $225 | $160 |  |
| School Age |  |  |  |
| Before School Care |  |  | $10.00 |
| After School Care |  | $10.00 |

**Supply Fees**

Supply fees help cover the following expenses: snacks, cleaning supplies, paper products, laundry detergent, equipment maintenance/upgrades, etc. Supply fees are due upon enrollment and at the start of every quarter going forward (January 1, April 1, July 1, October 1, or the first business day following). Fees are not pro-rated or negotiable. Services will be terminated if fees are not paid within 5 business days of their due date.

**Holidays**

Perry Childcare is closed on all major holidays. Please arrange for back-up care if needed. ***These are paid holidays and your fee will not reduce during daycare closure and your scheduled days may not alter to due to a Holiday Closure.*** Depending on the day of the week that certain holiday’s fall, we may also close the day before or the day after. If any normally observed holiday is on Saturday or Sunday, we will take off the Friday before or the Monday after. Generally this would be the same day that most businesses observe.

**The Waiting List**

When applying for a position at Perry Preschool and Child Care, your child’s name will be placed on a waiting list for a non-refundable fee of $40.00. Once we have a space available, we will contact you and give you the option of taking the space remaining on our waiting list. If you confirm a space with a start date more than one month away, we require you begin paying tuition immediately, regardless of attendance. This is to save the space for your child and ensure it is not given away to another applicable family next in line on our waiting list. Upon acceptance of the position the Director will either send families an enrolment package or ask that the packet be picked up at the facility. To secure the enrolment families have 2 weeks to return the enrolment pack with supporting documents and payments.

Positions will also be offered throughout the year if they become available.

**Enrolment Procedure- How we select children**

Enrolment will be offered to children in line with the following order of precedence:

1. Children who have a brother or sister enrolled in the facility.
2. Age considerations:
* The wait list is categorized based on our classroom layout and ages of children
* Each classroom is designed for a specific age grouping
* We will fill spots available based on the specific needs/availability in each individual classroom
* Not based on first-come, first-serve
1. The date in which children’s names have been placed on the waiting list, starting from the earliest date.
* The chronological order in which children’s names have been put on the waiting list may also be applied to categories a. and b. if there are more children in those categories than places in classrooms
1. Children’s gender will only be used as selection criteria to ensure there is not a large majority of one gender.

**Family Responsibilities**

1. To fill the waiting list application form in full. Incomplete waiting list forms will not be accepted.
2. If you do not receive a confirmation/email/correspondence letter within 14 days of forwarding your application, please contact us;
3. Parents must keep the Director informed of any changes in family details including:
* Change of address or change of phone number;
* Change of work place;
* Change in need of care for full or part time care.
1. Respond within 1 week to offers of enrolment.

**Failure to update or respond to requests may result in your child(ren)’s removal from the waiting list.**