



# Banff Child Care Centre

**OFFICE USE ONLY**

Date of registration:

\_\_\_\_\_

## Child Wait List Registration

Today's Date:		
Child's Name:		Male / Female
Child's Birthday:		

Parent Name:	Parent Name:
Relationship to the Child:	Relationship to the Child:
City/Province of Residence:	City/Province of Residence:
Cell Phone:	Cell Phone:
Home Phone:	Home Phone:
Email Address:	Email Address:
Employed at:	Employed at:

### Wait List Policy

To ensure fair and equal access the following policies will be observed:

- 1) Please note that unborn children are not accepted onto the waitlist, parents must wait until their child is born before registering them.
- 2) Full time child care spaces are available for children aged 12 months through 5 years.
- 3) Part time spaces **may** be available from ages 3 years and upwards.
- 4) Names go on the waitlist in the order they are received – according to the date of registration.
- 5) Spaces are offered as they become available. If you fail to respond to an offer we will accept this as a decline.
- 6) If a family passes on a space, the Executive Director will move to the next name on the list. The family will be offered a space two more times, if on the third offer of a space the family continues to decline the offer they will be moved to the bottom of the waitlist.
- 7) The waitlist policy may change at any time as the needs of the Centre change.
- 8) **If you accept a position, the \$50 registration fee and half-month tuition payment must be paid within 48hrs of acceptance or we will offer the position to the next on the list.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_