



# Park Lawn Preschool Inc.

Park Lawn Preschool \* Humber Bay Child Care Centre \* PLP Early Learning Centre at St. Mark

## PLP 105 Admission and Withdrawal Procedures

### Admission Procedure

Park Lawn Preschool Inc.'s child care programs are inclusive and meet the diverse needs of our families and community. We provide programs to children regardless of race, age, ability/disability, language, culture, ethnicity or family make up into our programs.

Waiting lists are held at each of Park Lawn Preschool's child care centres. Children's names can be placed on multiple waiting lists and are confirmed on a first come first served basis. Admissions are offered when there are vacancies available.

Re-registration for returning families will require approval by PLP Head Office to ensure there are no outstanding fees. All outstanding fees must be cleared in full prior to re-admission.

Prior to admission, an orientation will be conducted by the centre supervisor with the parents and child. The orientation will include a tour of our child care program to meet our staff and become familiar with the centre. Parents will also have the opportunity to ask any questions they may have before their child's day first day.

During the orientation, the following information will be shared with the families:

- Park Lawn Preschool Inc.'s Program Statement
- Access and Equity Policy
- Behaviour Guidance Policy
- Children's Aid Society Reporting Policy and Requirements
- Health Policy
- Parent Involvement Policy
- Withdrawal Policy
- Program Fee Schedule

Park Lawn Preschool Inc. provides parents with an application package and a Parent Handbook when a child is offered admission into the child care program. The application package consists of pertinent information that parents are required to fill out and return. **All information must be completed in full prior to the first day of admission.** Park Lawn Preschool Inc. will not accept children that have returned incomplete application package/forms.

In addition, as required by the *Child Care and Early Years Act, 2014*, parents are required to provide an up-to-date immunization record for their child. Parents of children attending school (K-6) are required to provide updates to Toronto Public Health. In the event, a child's immunization is not up to date and the child has been suspended from school; they will be required to fulfill the requirements prior to returning to the centre.

Parents of children that are not immunized must submit a Ministry approved form that will be retained in the children's file.

- *Statement of Conscience or Religious Belief* forms for religious/conscience objections to immunizations must be completed by a “commissioner for taking affidavits” (i.e. must be notarized).
- *Statement of Medical Exemption* forms for medical exemptions for immunization must be completed by a doctor or nurse practitioner.

In the event an outbreak happens at the child care centre, the supervisor will inform parents of children that have not been immunized that they will not be admitted into the program until the outbreak has ended.

**A registration fee per child and child care fees are required with a completed registration package prior to admission.**

In preparation for admission, a gradual transition for the first week will be developed with the parents to support a smooth transition into the child care program.

### **Before and After School Full Day Kindergarten Registration**

Park Lawn Preschool Inc. offers before and after school Kindergarten care as a third-party provider on behalf of the TDSB and the TCDSB. Parents may register children currently attending Park Lawn Preschool Inc. child care programs for the Before and After School Full Day Kindergarten program if their child is registered and attending the school’s Full Day Kindergarten.

### **Continuity of Care**

**Every effort is made to accommodate children in Park Lawn Preschool Inc.’s child care programs, however, continuity of care cannot be guaranteed for children as they progress through the programs.** Continuing enrollment will be dependent on a vacancy being available in the next age grouping. If it is determined that space is limited or if more children require care than we are able to provide, it may be necessary for children to be given a notice of withdrawal. In this circumstance, Park Lawn Preschool Inc. when possible, provide one month’s written withdrawal notice to families and if possible, assistance will be offered to locate alternate care (i.e. care at an alternate Park Lawn Preschool Inc. centre).

Priority is offered first to siblings of children currently enrolled in a Park Lawn Preschool Inc. child care centre. For children without siblings enrolled in a Park Lawn Preschool Inc. child care centre, priority is based on their first date of enrolment at Park Lawn Preschool Inc. and then by their date of waitlist application. If a child has been withdrawn, then they will be placed at the top of the waiting list for readmission when a vacancy becomes available.

### **School Age Continuity of Care**

If a child turns 10 years of age before school starts in September, placement will be determined by availability of space. If a child turns 10 during the September to June school year, the child can remain in the program until the end of June.

### **Mix Age Groupings (All space permitting)**

Park Lawn Preschool Inc.'s child care centres have been granted Director's approval to use mixed-age groupings. Mixed-age grouping provides our centres better ability to offer continuity of care to our families.

**Toddler Room: Over Age Toddlers (31 + months old) (maximum 20% underage)**

We may maintain both overage and underage children in the classroom. When an overage toddler child remains in the Toddler program; Toddler Rate applies.

**Preschool Room: Toddler move ups to Preschool (maximum 20% underage)**

Toddler children are required to move up on the 1<sup>st</sup> day of their 31<sup>st</sup> month. From time to time, children may be moved up to the Preschool program earlier; Toddler Rate applies when children are moved up early.

**Preschool Room: Overage Preschool (maximum 20% underage)**

We may maintain both overage and underage children in the classroom. When an overage Preschool child remains in the Preschool program, Preschool rate applies.

**Kindergarten Room: Preschool Children moving up to Kindergarten (maximum 25% underage)**

Preschool children may be moved into the Kindergarten program as of July 1, as long as they will be attending Kindergarten in September in the same year.

Preschool rate applies.

**School Age Room: Kindergarten children moving up to School Age (maximum 25% {8 children} underage/overage)**

Kindergarten children may be moved up to the School Age program as of July 1, as long as they will be attending Grade 1. in September in the same year.

Kindergarten rate applies.

**Withdrawal Procedure**

**Parent/Family Withdrawals**

If you are planning to withdraw your child from any of Park Lawn Preschool Inc.'s child care programs one (1) month written notice on the first (1<sup>st</sup>) of the month is required. Written notice must accompany your final month of child care fees. Child care fees will not be pro-rated if you withdraw partial month. One (1) full month of fees may be used in lieu of notice.

For Example:

- 1) Withdrawal notice given January 1, last day of attendance will be January 31 with January fees due on January 1.
- 2) Withdrawal notice given on January 5, last day of attendance will be January 31; fees for January and February are due.

All outstanding fees must be paid in full prior to the withdrawal date. Any post dated cheques submitted will be returned or as directed by the parent.

### **Park Lawn Preschool Inc. Withdrawal Requirements**

Park Lawn Preschool Inc. recognizes the importance of care to children and their families and makes every effort to ensure children's success and appropriate placement in our centres. If it is determined that Park Lawn Preschool Inc. is unable to accommodate a child's needs or family circumstances, specific procedures will be followed.

**Park Lawn Preschool Inc. reserves the right to withdraw a family from its child care programs for any of the following reasons:**

1. Parents, guardians, or visitors abuse any of the staff physically or verbally; swearing, raising their voice or using obnoxious behaviour. (If the situation warrants, 911 will be called.)
2. A family refuses to consult with outside agencies to support the needs of the child and centre.
3. There is insufficient vacancy for continuity of care (please see continuity of care).
4. A family has 3 occurrences of outstanding fees or late payments.
  - **Fees are due on the 1<sup>st</sup> of each month, if full payment has not been received within 3 business days of the due date, child care will be denied until the account is current.**
  - **On first late payment, care will be suspended until full payment is made with a \$20 reinstatement fee. After 3 occurrences, family may be withdrawn from care.**
  - **A reinstatement fee of \$20.00 will apply.**
5. A family continually has N.S.F. cheques (NSF Fee \$20.00).
  - If more than two cheques are returned by the bank as N.S.F. parents will be required to make all future payments by money order.
6. A family is consistently late arriving for pick up after 6:00 pm and/or refusal to pay the late fee: \$10.00 will be imposed for the first five (5) minutes and \$10.00 for each additional five (5) minute increment or part thereof up to 6:31pm. After 6:30, a rate of \$150.00 will be imposed for the thirty (30) minute increment or part thereof. After 7:01pm, a rate of \$300.00 will be imposed, and a call to CAS may be made.
  - Late pick up fee payments are required to be paid within one (1) business day of the late pick up. Child will be readmitted into the program once late fees are paid.

**When Park Lawn Preschool Inc. is not able to accommodate or meet the child's needs the following procedures apply:**

- Meetings will be set up with the family, staff, and/or support services.
- Documentation of meetings with families and use of support services. Written summaries of all further actions will be kept on file and a copy will be given to the parents.
- Notify Toronto Children's Services Consultant
- Notify Park Lawn Preschool Inc.'s Operations Manager
- Notify Park lawn Preschool Inc.'s Board of Directors

- Referral to other services as recommended.

Park Lawn Preschool Inc.'s Directors will issue the family a two week withdrawal if an acceptable solution cannot be reached.