



Wait List Application

For privacy purposes this information will only be available to daycare staff

WAIT LIST POLICY

Policy

It is not the policy of The Apple Tree Preschool to charge a fee to be included on our wait list. Our wait list is intended to put order to the need for enrolment and have a transparent and fair system that is public & available to parents at any time.

Procedure

- To be included on the wait list you would be required to fill out a wait list application.
- After submitting the form you will be given a number that relates to your place on the list.
- The list is compiled in order by date of families as they submit the wait list form.
- Preference will be given to fulltime over part-time needs and multiple children over a single need.
- The list will be published on our website and updated as changes occur.
- When your spot(s) become available a deposit must be received within 7 days or we will move to the next person on the list and you will lose your spot.

Requested Admission Date: m/d/y _____ Alternate Date: m/d/y _____

Centre: **Whitby** Ajax (circle)

Parent Name #1: _____ Phone # w/c/h _____

Parent Name #2: _____ Phone # w/c/h _____

Parent Home Address: _____

_____	_____	M / T / W / TH / F	Full /Half /NS
Child Name	DOB (M/D/Y)	Days	Duration

_____	_____	M / T / W / TH / F	Full /Half /NS
Child Name	DOB (M/D/Y)	Days	Duration

_____	_____	M / T / W / TH / F	Full /Half /NS
Child Name	DOB (M/D/Y)	Days	Duration

OFFICE USE ONLY:

IDENTIFICATION #: _____



Overview of Policies and Procedures

Hours of Operation:

Full day hours: Monday to Friday; 6:30am - 6:30pm.

½ days: any period of time no more than 5 hours between 7:00 am to 6:30pm

Before & After Care: Monday to Friday; 6:30am -8:30am, 3:30am -6:30pm. Busing is available to school children needing transportation based on availability.

ENROLMENT & WITHDRAWAL

Nursery School

Enrolment in our Nursery School program follows the school year from Sept to June. If you wish to have your child attend the nursery school program in the summer you need to check for availability with the supervisor. We will always endeavor to accommodate.

Enrolment in any other program whether part-time or fulltime at any of our campuses is intended to be ongoing (without a definitive end date) unless otherwise noted. Once your child is enrolled that spot is held for him/her year round and ongoing. It is our intention to be able to offer continual service at a consistent standard. Any change to your enrolment would require 4 weeks' notice to ensure that consistency. Statutory holidays, sick time and vacation time are paid time.

Part-time care: We offer a part-time M/W/F OR T/TH schedule only

Withdrawal in our definition means to remove your child from our care for an extended period of time. This period of time must be more than 4 months to qualify as being withdrawn from our services. You are required to give The Apple Tree Preschool a minimum of **2 months written notice** should you wish to withdraw your child(ren) from our program. The 2 months enables us to find another child to fill your vacancy. Your deposit will be applied against this notice time; if notice isn't given the deposit will not be returned. Because we intend for this to be an ongoing commitment we allow **withdrawal of enrolment due to loss of job, a move out of area, child illness or graduation out of service**. If withdrawal is made for any other reason deposit will not be refunded regardless of notice given.

DEPOSIT

If you chose to attend our facility a 2 week non-refundable deposit is required. The deposit will be applied to your final 2 weeks of service. Notice of 8 weeks must be given to use the deposit as payment. If notice is not given then the deposit will be non-refundable.

- **Sick days:** all sick days are to be paid in full
- **Statutory holidays:** all 10 statutory holidays are to be paid in full and include the following days (New Year's Day, Family Day Good Friday, Victoria Day, Canada Day, Simcoe Day, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day)



Rate Schedule

FEES

Full days:	\$68.00/day (0-18 months) \$60.00/day (18 months-2.5 years) \$55.00/day (2.5 years +)
Half days:	No half days for infants available \$55.00/day (18 months-2.5 years) \$50.00/day (2.5 years +) <ul style="list-style-type: none">• a max 5 hour period either morning or afternoon
Nursery School:	No nursery school days for infants available \$ 37.50/day (18 mo – 2.5 years) \$ 32.50/day (2.5 year +) <ul style="list-style-type: none">• 9-11:30am daily
Before & After Care:	\$35.00/day (before and after care for school age children)

* all enrollments are subject to a registration fee of \$45.00, this fee is for the processing of all forms necessary for your child's entry into our centre and is non-refundable

** busing is available (not guaranteed) to a wide area and walking school bus to Colonel Farewell **

*** part-time schedules available; whether just a.m./p.m. full or half days; we will endeavor to service any childcare need

**** Part-time care: We offer a part-time M/W/F OR T/TH schedule only

BUSING- Busing is charged at \$8.00/day as a flat fee for before and/or after school. There is no reduced cost for travel only one way.

Weekly or monthly postdated cheques or PAD arrangements are required and are to be dated for the Monday of the first week of the period noted.

In the case of an NSF cheque all fees including a service charge of \$45 must be reimbursed as soon as notified.

We have received the parent handbook & registration forms and understand all policies & procedures enclosed as well as all payment requirements should we gain admission.

Parent's Signature: _____

Supervisors Signature: _____

Date: _____

*** it is this date that will be used allocating order on the wait list*