

Priority of Space Policy

Approval: Board of Directors
First Approved: February 8th, 2016
Effective Date: February 22nd, 2016

Policy Statement

The Priority of Space Policy provides clarity to parents and staff regarding how spaces will be allocated at Junction Daycare Centre (the Centre).

The ultimate goal of the Centre is to provide consistent care for families as children move from one program to the next. The Centre reserves the right to modify or make exceptions to these guidelines from time to time in order to meet the ongoing financial and/or organizational needs of the Centre, and to endeavor to satisfy the above goal regarding consistent care.

Scope

This policy applies:

- to all admissions of new children to the Centre;
- to room transitions for children attending the Centre; and,
- whenever projected enrollment indicates that there might not be enough spaces in a particular program to accommodate all of the children currently at the Centre who require a space.

Definitions

School-age program: Classes within the Centre that are licensed to provide childcare for children aged 6-12 and in grades 1-6.

Kindergarten program: Classes within the Centre that are licensed to provide childcare for children aged 4 and 5, and in Junior and Senior Kindergarten.

Pre-school program: Classes within the Centre that are licensed to provide childcare for children aged 30 months to 4 years.

Policy Details

Eligibility for admission – new children (all programs)

Admission of new children to the Centre takes in to account a number of factors, including but not limited to: available space; chronological order of the wait-list; and the operational need to balance classrooms from an age and gender perspective. The following priorities will be considered when making admission decisions:

- 1) Children with siblings at the centre;
- 2) Children of Junction Daycare staff;
- 3) Children who live in the Annette Street Public School catchment area, or who attend Annette, Street Public School or High Park Alternative School;
- 4) Children of staff at Annette Street Public School or High Park Alternative School (admission to preschool program only);
- 5) Children who live outside the Annette Street Public School catchment area (admission to preschool program only).

Eligibility for admission to next program level – children currently attending the Centre

General

Centre staff usually prepare enrollment projections early in the calendar year. Based on these projections, staff assess how many spots are available in each of the programs. Early in the calendar year, families will be asked to provide information about their childcare needs for the next school year. Parents are asked to provide information that is as accurate as possible at the time and refer to the Parent's Handbook for timelines regarding the Centre's Withdrawal Policy for detailed information.

Movement from one program level to another is generally based on birthdate, with the oldest children in the year usually being moved up first. Room transitions generally happen over the summer months and are fully complete by the Tuesday after Labour Day to coincide with the first day of the school year.

Kindergarten and School-Age Programs

In order to attend the Kindergarten and School Age programs, children must attend either Annette St. Public School or High Park Alternative School.

Room Transition Guidelines

Room transitions happen according to the following guidelines:

- Children from the Pre-school Program who will be four years old by Dec 31st of that year are moved to the Kindergarten Program.
- Children from the kindergarten room who will be six years old by Dec 31st of that year are moved to the School Age Program.
- Where there is more than one school age room (eg: a Junior School Age Room a Senior School Age Room and 9+), children will be moved up based on age and space in the 'older' room.

Demission from the Centre

It is important to note that children in any particular program are not guaranteed a spot in the next level program. Where enrollment projections indicate that there will not be enough spaces in the next level program to accommodate all children eligible to move up, the decision may be made to ask children to leave the Centre.

When there are **not enough spaces** in the next program level to accommodate all children eligible to move up, the Centre prioritizes the allocation of spots for younger age groups. This means that it is most likely that the oldest children in the Centre, based on birth date, could be asked to leave the Centre. In addition to this prioritization, the following criteria may also be considered:

- 1) Children who are currently attending the Centre full-time; the original date of admission to the Centre **may be considered**;
- 2) Children who are currently attending the Centre part-time.

The decision to demit children from the Centre is never taken lightly, and every effort to find solutions to accommodate all the children in the Centre will be explored before taking this route. If this situation becomes necessary, the Centre Supervisor will advise the affected families at the earliest possible date, in order to allow these families sufficient time to make alternate childcare arrangements.

If a space opens up in the program within the same school year as the child was asked to leave the Centre, then that space will be offered to that child before being offered to new children.

Compliance and Monitoring

On admission, all parents will sign a copy of this policy.

I, _____ understand that there may not be a vacancy in the next room for my child _____.

Date: _____ Signature: _____

Witness: _____ Date: _____

Signed copies of the policy will be kept on file in the Junction Daycare office and will be maintained by the Junction Daycare Supervisor.

Commencement and Review

Revision	Date	Description of changes	Approval
First approval:	February 8 th , 2016	New policy	Board of Directors
Revision #	n/a	n/a	

Next Scheduled Review Date: February 2018