



**Bowen
Children's
Centre**

Bowen Children's Centre Society
650 Carter Road, Bowen Island, BC, V0N 1G
(604) 947-9628

info@bowenchildrenscentre.ca
www.bowenchildrenscentre.ca

Enrollment Policy

Purpose

The purpose of the BCC Enrollment Policy is to establish clear and transparent enrollment policies and procedures to govern the allotment of childcare spaces for four of BCC's core programs: the After School Club, the Community Daycare Program, the Infant-Toddler Program and the Preschool Program, as described below:

1. The **After School Club** is classified as a Group Child Care (School Age) program that accepts children who attend school, including kindergarten, for care before or after school hours or on a day of school closure.
2. The **Community Daycare Program** is classified as a licensed Group Child Care (30 Months to School Age) program that accepts children from two years to school age (defined as those not yet in grade one). There are currently four spaces available for two year olds in the Community Daycare Program. The remainder of the spots are for older children.
3. The **Infant-Toddler Program** is classified as a licensed Group Child Care (Under 36 Months) program that accepts children from birth to three years of age. Currently, two of nine spaces in the Infant-Toddler Program are reserved for children requiring full-time care (five days/week). A two year old child enrolled in the Infant-Toddler Program may be able to transfer to the Community Daycare Program if a two year old space is available, the days of attendance match and the child is ready. This decision will be made in consultation with the family.
4. The **Preschool Program** is classified as a licensed Preschool (30 Months to School Age) that accepts children who are at least two and half upon entering the program. There are currently two spaces per preschool class for children that are two and a half.

Legislated staff-to-child ratios are prescribed in [Schedule E](#) of the *Childcare Licensing Regulation*, which necessarily limits the number of children that are accepted into the various BCC programs each year.

BCC programs often staff higher than the required ratios to safeguard the quality of the programs and ensure a sustainable workload for staff. Accordingly, these legislated ratios will vary, depending on the composition of the group.

Policy

Registration for the After School Club, the Community Daycare Program, the Infant-Toddler Program and the Preschool Program is ongoing throughout the year. Children are accepted into these programs in the order in which families' applications are received, as well as taking into account the enrollment priorities described below.

When the number of applicants exceeds the number of available spaces, a waitlist is created. Children will be offered a space, should one become available, based on the following priority levels:

The **After School Club** enrollment priority:

1. Returning children already enrolled in the After School Club
2. Children transitioning out of the Community Daycare Program or the Preschool Program into kindergarten
3. Siblings of children currently enrolled in a BCC program
4. Alternating selection between children of Friends of BCC* and all others in the community, at a ratio of two children of Friends of BCC to every member of the community

The **Community Daycare Program** enrollment priority:

1. Children currently enrolled in the Community Daycare Program on a part-time basis that require additional days of care
2. Children "aging-out" of the Infant-Toddler Program

3. Siblings of children currently enrolled in a BCC program
4. Alternating selection between children of Friends of BCC* and all others in the community, at a ratio of two children of Friends of BCC to every member of the community

The **Infant-Toddler Program** enrollment priority:

1. Children currently enrolled in the Infant-Toddler program on a part-time basis that require additional days of care
2. Siblings of children currently enrolled in a BCC program
3. Alternating selection between children of Friends of BCC* and all others in the community, at a ratio of two children of Friends of BCC to every member of the community

The **Preschool Program** enrollment priority:

1. Returning children already enrolled in the Preschool
2. Children enrolled in the Community Daycare Program or the Infant-Toddler Program
3. Siblings of children who are currently enrolled in a BCC program
4. Alternating selection between children of Friends of BCC* and all others in the community, at a ratio of two children of Friends of BCC to every member of the community

For the After School Club, the Community Daycare Program and the Infant-Toddler Program, the children of currently employed BCC staff who require care will be provided with a space in any BCC program for the days that their parent is working at BCC, as soon as one becomes available.

Notwithstanding these priority levels, BCC reserves the right to manage the acceptance of applications to all programs so as to create group dynamics that allow the children and staff to have the best possible experience.

Consideration may also be given to maximizing the total number of childcare spaces available, based on demands for part-time and full-time care. This may mean deviating

from these priority levels from time to time, depending on the circumstances.

Procedures

1. Families inquiring about the availability of a space in one of BCC's programs will be provided with information about the registration processes, whether there is a waitlist for a particular program and how applications are prioritized.
2. If a space becomes available in a BCC program, either due to a child leaving or "aging out", families with children currently attending that particular BCC program that wish to make a scheduling change (e.g. part-time to full-time, different days, different time of day) will be given first priority to accept the vacant space.
3. If there is **no waitlist** for the After School Club, the Community Daycare Program, Infant-Toddler Program or the Preschool Program, children will be offered a space on a first-come first-served basis.
4. If there is a **waitlist** for the After School Club, the Community Daycare Program, the Infant-Toddler Program or the Preschool Program, children will be offered a space based on the priority levels described in the above policy.
5. When a space becomes available in a BCC program, a staff member will contact the family that is being offered a space by phone or email.
6. If there is a waitlist for the program, families must accept the offer within 48 hours of being contacted by BCC staff. If a family does not accept the offer within 48 hours, the space will be offered to the next child on the waitlist, based on the priority levels described in this policy.

*For the purposes of this policy, " Friends of BCC" means alumni families of BCC and families with a substantial pre-existing relationship with BCC.

Related BCC policies and legislation

This policy approved on:

September 21 2019

Childcare Licensing Regulation