



**Bowen
Children's
Centre**

Bowen Children's Centre

650 Carter Road, Bowen Island, BC, V0N 1G

(604) 947-9628

info@bowenchildrenscentre.ca

www.bowenchildrenscentre.ca

BCC 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 BCC's three core programs: the After School Club, the All Day Preschool Programs (Maple and Cedar), and the Infant-Toddler Program:

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 **All Day Preschool Programs** (Maple and Cedar) are classified as licensed Group Child Care (30 Months to School Age) programs that accept 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 Maple 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 Maple 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.

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 All Day Preschool Programs (Maple and Cedar), and the Infant-Toddler 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:

Children of BCC Staff

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.

The **After School Club** enrollment priority:

1. Returning children already enrolled in the After School Club.
2. Siblings of children already in the After School Club and who have been on the waitlist for the previous year.
3. Children transitioning out of the Cedar Program *based on waitlist order*.
4. Siblings of children currently enrolled in the After School Club Program *based on waitlist order* (but not included in #2 above).
5. Alternating selection between Friends of BCC* and all others in the community, *based on waitlist order*.

The **All Day Preschool Programs** (Maple and Saplings) enrollment priority:

1. Children "aging-out" of the Infant-Toddler Program.
2. Siblings of children currently enrolled in the All Day Preschool Programs.
3. Alternating selection between Friends of BCC* *and all others based on waitlist order*.

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 up to 4 days per week at the discretion of BCC.
2. Siblings of children currently enrolled in the Infant-Toddler Program or the All Day Preschool Programs *based on waitlist order*.
3. Alternating selection between Friends of BCC* and all others in the community, *based on waitlist order*.

For the After School Club, the All Day Preschool Programs (Maple and Cedar) 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.

Full time care may be either 4 or 5 days per week as determined by BCC. 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 through the year, either due to a child leaving or "aging out", BCC reserves the right to allocate these spaces on a case by case basis.
3. If there is **no waitlist** for the After School Club, the All Day Preschool Programs (Maple and Cedar) or the Infant-Toddler 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 All Day Preschool Programs (Maple and Cedar) or the Infant-Toddler 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:
<i>Childcare Licensing Regulation</i>	February 26 2019
	Updated: May 9,2023