



## Admissions Policy

Waterloo Co-operative Preschool is an all-inclusive program. We invite applications for children from all backgrounds, including, but not limited to, differing cultures, financial status, religion, family status, and abilities. Families interested in registering their child with us are invited to view our [website](#) and Parent Handbook online prior to applying on [OneList](#). For the most up-to-date registration information, email the Administrator/Membership Coordinator ([waterloopreschool.register@gmail.com](mailto:waterloopreschool.register@gmail.com)).

Places at the preschool are available on a first come, first served basis and based on eligibility (ie. age, readiness, and as per our Prioritization list as indicated in our Waitlist and Prioritization Policy). Registrations are accepted throughout the school year, based on availability. Pre-registration for the upcoming school year begins in March and is open to current families for a two week period before being opened to the general public. Spaces for some classes fill up quickly, so getting the pre-registration form in early is advised. Additional applicants are placed on the OneList waitlist ordered by date/time receipt of pre-registration forms.

For parents wishing to register their child in the class for an older age group, a written letter stating the child's age and any special accommodations/requests needed to ensure the child's health and safety will be required.

All applications are subject to approval by the teachers and the Board of Directors. Exceptions for eligibility can be made at the discretion of the teachers and the Board of Directors. Up to 20% of students per class can be under the age requirements as per ministry guidelines. In order to be accessible and reduce barriers to equal access to quality childcare, some spaces may be prioritized to those on subsidy or with special needs.

### Admissions (Registration) Procedure

#### 1. **OneList:**

An application to the Preschool is made via OneList (<https://regionofwaterloo.onehsn.com/>). Instructions on how to find apply to Waterloo Co-operative Preschool on OneList is available at <https://www.waterloopreschool.org/register>. You can also contact the Administrator for assistance at [waterloopreschool.register@gmail.com](mailto:waterloopreschool.register@gmail.com).

The Administrator will contact you once your application is received. Where possible, we will respond within 72 hours of application.

## **2. Tour:**

Applicants will be offered the opportunity to take a tour of the facility. Tours are usually held weekdays between 11:30am and 12:30pm, but other arrangements can be made if necessary. Several families may attend the same tour. Please bring your child with you; children are encouraged to explore the classroom during a tour. We will give a description of the program(s) of interest, information about fees, participating options and the co-op involvement that is expected of the families will be discussed. A virtual meeting with the Supervisors is an ideal time to begin a discussion about any requests or individual needs your child may have.

Open Houses may be held in November, April, and August, and any other time throughout the year should the need arise. Board members and the Supervisor are encouraged to attend Open Houses to speak with prospective families and answer any questions about Board or co-op roles.

## **3. Pre-registration form and fee:**

To hold a space at the preschool, or to be added to the waitlist, please return a completed pre-registration form to the Administrator. Once a space is confirmed to be available, your non-refundable membership fee must be sent via e-transfer to the preschool at [wcp.etransfer@gmail.com](mailto:wcp.etransfer@gmail.com) within 3 business days of the Pre-registration email being sent. Families who have been granted subsidy are not required to pay any extra fees including the membership fee, field trips, etc., however they must submit a letter or email confirming their subsidy status to the Administrator for these fees to be waived.

The pre-registration form will be sent in the automatic confirmation email that is sent once the OneList application is complete. The form is also available from the [Registration](#) tab on the Preschool web page.

If your child is added to the waitlist, the membership fee will not be required until a spot becomes available.

## **4. Registration package:**

Once the pre-registration form has been submitted, the Administrator will either send the full registration package and request that the membership fee be sent via e-transfer if there is a space available, or inform the family that the child is on the waitlist. Families will have 5 business days to return the package, and send an e-transfer for last month's tuition deposit and first

month's tuition (if applicable), unless other deadlines have been agreed to with the Administrator.

Once the completed registration package is returned to the Administrator and it has been confirmed to be complete, and the last month's tuition deposit has been sent via e-transfer, the child can begin class at the Preschool.

If a child has individual needs identified, a meeting will be arranged prior to the child starting school to ensure support is in place and accommodations made in order to be fully inclusive and allow the child the opportunity to succeed. Individual support plans or Emergency medical plans will be created alongside the parent before the child starts so all staff can be well versed. Classroom support staff may be added if a SNAP referral has been conducted and if funding is provided to hire enhanced staffing as a result.

### **Applications for KinderPrep**

Any new families wishing to register their children for KinderPrep may need to meet with the educators prior to registration to ensure that the program is a good fit for them. Children between ages three and four who register over the summer will first be placed in the afternoon Preschool class to determine readiness for the senior KinderPrep program. Once readiness is identified by the educators, the child may be moved to the KinderPrep class. Any child over age four may be placed in the KinderPrep program initially once a Developmental Domains form is completed and returned to the educators.

### **Completing the registration pack**

The registration pack contains the following:

- Registration Form. In our registration form there is a link to our [Parent Handbook](#), which contains our Program Statement.
- Pre-Authorized Payment agreement
- Region of Waterloo Public Health Parent Information Letter for children attending a child care centre in Waterloo Region.
- Region of Waterloo Public Health Immunization Information Form (Form A for new children, form B for returning children).
- Health Policies Recognition and Agreement
- SNAP referral acknowledgement form
- Development Domains form

Registration is complete once the Preschool has received a completed Registration package, two copies of your child's immunization records, and receipt of the membership fee and last month's tuition deposit. Family members wishing to become a classroom volunteer also need to present a clear Vulnerable Sector Check and to provide a completed Pre-employment Health Form, including vaccination history. Any family member interested in serving on the Board of Directors must present a clear Criminal Record Check, an offense declaration, and a non-interaction with children form. If interaction with children will occur then the board member must present a clear Vulnerable Sector Check.

All children need to have up-to-date immunizations before beginning class. Opt out forms are available for exemptions based on [medical](#) or [conscientious](#) grounds. These forms must be on the linked Ministry standardized forms and signed by authorized individuals. A copy is provided to Public Health.

All records are kept on site locked in a filing cabinet. Children's files are kept for three years after the date they withdraw, after which time they are shredded. Financials are kept for seven years. Any written instructions outlining medical treatment, medication use, or instructions for diet, rest, or physical activity provided by the child's doctor must be submitted and signed by a parent. The local Medical Officers of Health provide direction regarding medical information, and are permitted to inspect records.

*Waterloo Cooperative receives funding in part from the Region of Waterloo.*

*Revised: February 29, 2024 by Britney Stewart (Administrator)*

*Approved By: Meghan Burns Dolson (Operations Officer) on March 1, 2024*

*Seconded By: Taylor Marskell (Communications Officer) on March 5, 2024*