



## ENROLMENT POLICY (EFFECTIVE AUGUST 23, 2012)

### PREAMBLE

The EHW Child Care Society daycare maintains 12 regular full-time spaces, as well as 4 emergency spaces, in the Toddler Room and 14 regular full-time spaces, as well as 2 emergency spaces, in the pre-school room. The number of full-time spaces reflects the maximum number of children that can be comfortably accommodated in each room.

The EHW Child Care Society operates the daycare on a budget that provides the maximum staffing levels that can be achieved with the funds generated by consistent use of all full-time spaces and limited use of the emergency spaces. Enrolment is our primary source of funding, and staffing is our primary expenditure.

To ensure the continued viability of the daycare, the Director must strive to ensure all full-time spaces are in use every month. However, this goal must be balanced by the long-term need to ensure that the rooms do not exceed their enrolment targets for extended periods in the future.

**The following policy has been developed to guide the Director to make enrolment decisions that achieve that balance.**

### FULL-TIME SPACES

- For any use of the regular full-time spaces in either room, parents/guardians will be charged the full monthly rate, as determined by the board and the child's age.
- Reduced fees for part-time use will not be considered, except in unique circumstances.



- Parents/guardians who remove their child from the daycare for one or more months will not be guaranteed a returning spot in the future. This includes situations in which the child is cared for at home during a family's parental leave from work.
- Parents/guardians who wish to reserve a space currently vacant have the option of paying the full monthly fee for those months preceding their child's attendance. EHW Child Care Society will reimburse parents for any reserve fees paid for months during which the reserved space is occupied on a full-time temporary basis by another child.
- Priority for new enrolments will be given to siblings of children currently attending, children who have left the daycare for one or more months and whose parents/guardians wish for them to return, and employees of the Glenrose Hospital, in that order. Priority does not guarantee a space, but the EHW Society will make every reasonable effort to accommodate these groups.

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## CONTINGENCY SPACES

- Contingency spaces are intended to be used to meet short-term, temporary needs of the community and Glenrose hospital (e.g., to accommodate children of Glenrose patients while they are receiving treatment).
- Contingency spaces may also be used to accommodate currently enrolled children who are about to transition into or out of the Toddler Room or Preschool Room.
- Contingency spaces will not be used to accommodate long-term, regular attendance at the daycare, be it part-time or full.

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## EXCEPTIONS

- Any exceptions to this policy must be approved by the board or its designated committee (e.g., Finance Committee).

# POLICIES AND PROCEDURES



**EHW Child Care Society**

Glenrose Rehabilitation Hospital, Room #136

10230-111 Ave, Edmonton, Ab. T5G 0B7

Phone: (780) 735-7978 Fax: (780) 735-8248

Email: [info@ehwccs.com](mailto:info@ehwccs.com) - [www.ehwccs.com](http://www.ehwccs.com)

- Exceptions will only be considered for approval when enrolment forecasting demonstrates the arrangement will not create enrolment pressure in the room over the long term.
- Requests for an exception will be considered on a first come, first served basis.