


## Centennial Infant and Child Centre

CATEGORY: Policies and Procedures	DATE: September 2016
SUBJECT: Waiting List Policy & Admission Procedure	
UPDATED: Nov 2016	
APPROVED BY: Barbara Hannah, Executive Director	

### **Waiting List Policy:**

As there is a high demand for space in Centennial Infant and Child Centre's specialized preschool, applications will be accepted at any time and information entered onto our data base. CICC does not charge for children to be placed on the waitlist.

Waitlist priority will be based on a "first come, first served basis". The Centre Manager reserves the right to manage the waitlist in the best interest of CICC's specialized preschool program. Admission will be granted at the Centre Manager's discretion on the basis of programme needs and space availability.

To add your child to Centennial Infant and Child Centre's Preschool waitlist, please complete an application form and submit to CICC. Application forms can be found on CICC's website [www.cicc.ca](http://www.cicc.ca).

### **Admission Procedure**

When a parent/guardian has been offered a space in CICC's preschool for their child, the following procedure will be followed:

1. When a space is available for a child on the waitlist, the family will be contacted by Centre Manager by email or telephone to arrange a visit to the preschool.
2. At the scheduled visit the family will be provided with detailed information about the preschool, given a tour and time to observe the program and a registration package to take away with them to complete.
3. The registration package will include:
  - CICC agency brochure
  - A current copy of CICC's Foundation newsletter
  - A two page written description of the preschool program which includes tuition fee information
  - A cover letter with instructions for completing forms, tuition and childcare subsidy information
  - Credit card payment authorization form
  - Emergency Contact sheet and Preschool Medical Information sheet
  - Letter and Toronto Public Health form for immunization
  - Preschool Permission form
  - Hearing Questionnaire
  - CICC policy sign off sheet (policies are available to view on CICC website or a hard copy may be requested) Policies include: Access & Equity,

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Behaviour Management, Child Abuse, Health, Anaphylactic, Sun & Smog, Parent Involvement and Withdrawal policy.

- Consent forms for CICC Occupational Therapist and Physiotherapist
  - Consent form for Consulting Speech and Language Pathologist from Surrey Place Centre
4. After completion of registration package, space in the preschool program will be confirmed and reserved
  5. If applicable, a letter to Toronto Children's Services Subsidy office will be provided confirming a space in the program.
  6. Family will be directed to CICC's website to review parent handbook (if family does not have access to internet, a hard copy of handbook will be provided)
  7. Prior to starting the preschool, staff including Teachers, Occupational Therapist, Physiotherapist, Speech and Language Pathologist (and Early Interventionist is applicable), will meet with the parent and their child. At this meeting the following information will be discussed:
    - Feeding
    - Sensory
    - Developmental Information
    - Vision/hearing
    - Communication
    - Social Interactions
    - Play
    - Early Intervention services being received
    - Health concerns: seizures, allergies etc.
    - Child's interests
    - Parent goals for their child
  8. Medication, Emergency plans: if medication is to be given while at preschool parent will be responsible for asking their child's physician to complete the necessary forms. Parent will be asked to provide 2 prescription labelled bottles for the centre.

If an emergency plan is necessary, a plan will be discussed with parent, written by staff and signed off by parent for approval. Training will be arranged if necessary.