



WAIT LIST POLICY

How Our Child Care Wait List Works

Our centre operates at capacity all year round and we also keep an extensive waitlist. Therefore, it is advisable to put your child's name on the wait list as early as possible. Licensing requirements limit the age and number of children we can have in any classroom. We recommend that you research child care options other than ours, in the event that we are unable to accommodate you.

If You Choose to Join Our Wait List

- Step 1: Please obtain a wait list form at the JCC's main reception area. Please complete the form and pay a non-refundable administrative fee of \$20.
- Step 2: Once the form is received along with the administration fee, your child will be added to the wait list according to the date the application was received and your child's birth date.
- Step 3: If there are any changes to your contact information, please notify our centre right away.
- Step 4: Please contact our centre once a year to confirm that you would like your child's name to remain on our waitlist. We annually review our list and remove names of those who have not been in contact with our centre.
- Step 5: We are pleased to offer tours of our centre – Monday, Tuesday, Wednesday, Friday mornings between 9:30 to 11:00am. We encourage you to take advantage of this opportunity and an appointment is necessary.

Declining a Space

We understand that the offer of a child care space might not come at a time that works for the family. The first time a space is declined, we will keep the child's name on the wait list in the same order, if requested. If a space is declined a second time, the child's name will be moved to the bottom of the wait list. After the third refusal, the child's name will be removed from the wait list altogether.

Thank you for considering BabeCare day care.



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