



# Puzzles

Child Care to Fit Your Family

## Waitlist Form

Today's Date:		
Child's Name:		Male / Female
Child's Birthday:		

Parent Name:	Parent Name:
Email Address:	Email Address:
City/Province of Residence:	City/Province of Residence:
Cell Phone: Home Phone:	Cell Phone: Home Phone
Employed at:	Employed at:
<b>Please share your anticipated child care needs so we can best plan for your family:</b>	
Number of days per week?	Which days of the week?
Arrival time?	Departure time?
Any other information to share?	When would you like to start child care?

### Important Note to Families

#### Wait List Policy

To ensure fair and equal access the following policies will be observed:

- 1) Please note that unborn children are not accepted onto the waitlist.
- 2) Full time or Flexible childcare spaces are available for children aged 12 months up to age 6. Flexible childcare is defined as meeting at least one of the following criteria: early morning or evening care, weekend care, part time care on 2 or more consistent days/week. At this time Puzzles is open 7 days/week from 6:30am-6:30pm and on some holidays if demand warrants. **Note:** If your needs are primarily traditional – full time care between Monday-Friday from the hours of 7:30am-6pm, our sister program, The Banff Child Care Centre will be able to care for your needs in a better way and we would recommend putting your name on their waitlist.
- 3) As children enter Grade 1, they are considered school age and we are not licensed to care for school aged-children.

- 4) Names go on the waitlist in the order they are received – according to the date of registration.
- 5) Spaces are offered as they become available. Failing to respond to an offer is a decline.
- 6) If a family passes on a space, the Managing Director will move to the next name on the list. The family will be offered a space two more times, if on the third offer of a space the family continues to decline the offer they will be moved to the bottom of the waitlist.
- 7) The waitlist policy may change at any time as the needs of the Centre change.
- 8) **If you accept a position, the \$50 registration fee and \$200 deposit or half-month tuition (whichever is more) payment must be paid within 48hrs of acceptance or we will offer the position to the next on the list.**

*The Day Care Society of Banff is pleased to have opened this second location using a new child care model for the Bow Valley. Our new site and program are made possible with the Alberta Early Learning and Child Care Centre Grant which we receive to support family needs for flexible childcare.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_