



GENERAL MANUAL POLICY

APPROVED BY:

Executive Director

CATEGORY: W.J. Griffis Children's Centre

TOPIC: Wait List

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POLICY

The W. J. Griffis Children's Centre will have a clear waitlist policy to secure enrolment of children to the program.

PROCEDURE

The supervisor will only take names of children from the Thunder Bay Childcare Registry to secure enrolment in the Griffis program.

All families will be informed to create an account on the registry.

There will be no fees for a family to be on the W. J. Griffis Children's Centre waitlist. Internal families, that is families who already have one child attending the program, will have preference over other families. This will assist families to drop off and pick up their children at only one location.

Filters, on the registry, may be applied to suit the needs and viability of the program. These filters are:

- Special needs
- Full day or half day
- Five days a week or part time attendance
- Twelve months of the year or summer only
- Subsidized or full fee