



Enrollment Priority for Raven's Nest Preschool M/W/F Morning class and Tuesday/Thursday Morning and afternoon classes

Purpose: The purpose of this policy is to support UNBC and its commitment to recruiting and retaining students, staff and faculty by providing quality childcare on campus as well as the Prince George Community at large.

Scope: This policy applies preschool programs registration and waitlist procedures.

Authority: This policy and procedure is administered by the Manager of Childcare Services. Compliance is ensured by the UNBC Childcare Society Board.

Registration will be as follows:

1) January 1st - 15th of each year

First Priority for the following September (preschool year) will be given to children currently registered in Raven's Nest Preschool.

2) January 15th - 31st

Priority for the following September is any children of UNBC Students, staff, faculty, or alumni and for siblings of children currently enrolled in Raven's Nest Preschool.

3) February 1st and onwards

Registration opens up for all others.

Please note Raven's Nest Preschool follows the school year operating from the beginning of September to the end of June in conjunction with the dates scheduled by School District 57. The preschool classes close over the Christmas Break and one week during Spring Break (as per the School District 57 Schedule).

There are eight full day spaces in Monday/Wednesday/Friday Raven's Nest for 3-5 year old daycare and these spaces will be subject to the daycare enrollment policy and group daycare regulations in the Community Care Facility Licensing Act. (This daycare program runs from September to June each year).

Enrolling at Raven's Nest Preschool

Raven's Nest preschool enrollment is for September to June of each school year. Once a child is registered for September, they do not need to re-register to attend in January. Should a family choose to withdraw from the program, they are required to provide **one (1) calendar months' notice** in writing to the Manager of Childcare Services or pay for a full month in lieu of notice.



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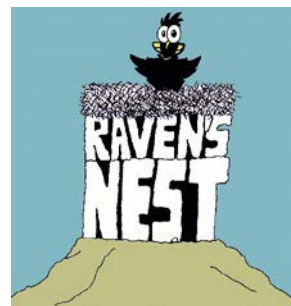
All children registering for September must be three years old by December 31st of that school year.

The following criteria must also be met in order to register:

1. Any children coming in to the program later in the year must meet the requirement of being three years of age by December 31st of the school year.
2. The child is toileting independently, and is willing and able to meet their personal hygiene needs such as wiping their own nose, or wiping their own body after using the toilet.
3. The child demonstrates self help skills such as beginning to master putting on their own shoes, coat, etc.
4. The child has the ability to communicate their needs verbally and seems emotionally ready to separate from their parent at drop off time.
5. The child is comfortable to move from area to area in the room on his/her own.

Should any preschool classes have spaces available in January (mid-school year), children may be considered for enrollment if they meet the readiness requirements; and turn three by the end of the calendar year.

If agreed by all parties involved, children who appear ready may register on a trial basis as decided by the family and staff in order to determine if the child is meeting the requirements for the program. In such instances, parents need to be willing and able to stay with their child if required.



A set time for the trial period will be agreed upon by the family and staff. The needs of the child who is registered on a trial basis as well as the needs of the entire group will be considered.

The final decision will be made by the Manager. New registrations after March 31st of the year will be at the discretion of the Manager and preschool staff.