

### Admission Policy

#### *Step One - Book a tour*

1. Families (both parents and child) are invited to arrange a tour of our facility and meet with our team. Our goal is to discuss your childcare needs and ensure that our Centre is a good fit for both family and staff. We work with a variety of special needs and make accommodations where possible, however our school is not specifically designed to handle children who require one to one attention. Circumstances are evaluated on a case by case basis. Should you be pregnant at the time of tour, a separate visit will be requested by our supervisor once your child reaches 12 months of age.

#### *Step Two – Request a space*

2. Once the tour has been completed and families have had the opportunity to review the Kidz Kare Family Handbook and other relevant information, an official request for a space may be made through our website [www.KidzKareToronto.ca](http://www.KidzKareToronto.ca). Our Customer Kare Team will work with the Centre’s Supervisor to review your application and will notify you within 7 days as to the availability of your specific request. If Kidz Kare accepts the student but is unable to fulfill the requested start date, an alternate spot may be proposed or you will be afforded the option of joining our wait list. We will make every attempt to find the nearest possible start date to that of the one originally requested. [Click here to read more on our waiting list policies.](#)

#### *Step Three - Admission*

3. Upon the offer of a space, all necessary paperwork must be completed and the deposit must be received within 48 hours. If a space is offered on a Friday, you must reply with your acceptance by the following Monday. Further paperwork may be required depending on the birth/age of your child. If you have accepted a space prior to your child being born, we require a family meeting once your child reaches 12 months of age. Additionally, a final visit will be booked for one month before the anticipated start date to review paper work, confirm that there are no material changes, discuss the Centre’s transition process and provide your child’s first supply of clothing (based on current Season). [Please refer to our Clothing Policy by clicking here.](#)



## Admission & Waiting List Policy



### **Waiting List Policy**

Families must follow all Admission policies in order to join our waiting list. Families will be placed on the waiting list on a first come, first served basis. However, siblings of currently enrolled children will have first priority as any availability materializes. Should a family request an approximate date of availability, the Supervisor will make best efforts to provide an estimated timeline; however, this will merely be an approximation and does not constitute an official offer of a space.

Parents must commit to providing the daycare with all required and up to date information at all times. It is the responsibility of the parents to provide notification should they wish to be removed from the waiting list.

The following information must be provided in order to be placed on our waiting list:

- Parents' phone number(s)
- Parents' email address(es)
- Date of Tour of Kidz Kare
- Child's first and last name
- Child's date of birth
- Start date requested
- Program Schedule requested (part or full time)
- Alternate Family member to be notified in the event we are unable to reach you.

Kidz Kare representatives will make 3 attempts to notify a family (or their alternate) of an available space over a 24-hour period. Should a family fail to respond and/or decline a spot when a space has been offered, they will be informed via email that their name has been removed from the waiting list. Should the family wish to re-join the waiting list in the future, a new official request for a space is required to start the process from the beginning as people cannot just stay on the list wanting a call when another new spot is available. Kidz Kare reserves the right to withdraw a parent from the waiting list for inappropriate behavior of any kind.

Once a family has been offered a space based on their original request and criteria provided, they will have 48 hours to confirm their acceptance of the space, and secure it by providing all required paperwork, and all applicable deposits including registration fee. Failure to provide the necessary fees and documentation within the allotted time frame may result in the loss of the space and removal from the waiting list.

Parents may contact Kidz Kare at any time in order to determine their current position on the waiting list.

Kidz Kare requires all parents to make sure that their child has appropriate clothing/items in their assigned cubbies and that those clothing/items are being replenished on a regular basis. We suggest that parents do an inventory of their child's cubby by the end of the week to ensure each child always has the appropriate seasonal clothing/items.

*For safety reasons, the following clothing/items are prohibited at the Centre:*

1. Scarves;
2. Crocs/slip on sandals;
3. Open toed shoes;
4. Slippers; and
5. Shoe laces.

**Shoe laces are prohibited** at the Centre **UNLESS** your child can tie their own shoelaces. If your child can tie their own shoe laces, round and glossy shoe laces are prohibited because they easily come untied.

Each age group has specific requirements for extra clothing. Please see the chart below for your child's age group and ensure that we have all of the necessary items.

**For children that are toilet training**, we require extra underwear to keep in their cubby in case of any accidents. If the spare pair of underwear is used, we ask that you supply the daycare with a replacement pair of brand new underwear for the next day.

## TODDLER

Spring	Summer
<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 5 tops</li> <li>- 3 pair of pants (if toilet training, 5 pair)</li> <li>- 3 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Light/heavy coat (appropriate to daily temperature)</li> <li>- Splash pants</li> <li>- Mittens with clips</li> <li>- Rain boots / outdoor shoes</li> </ul>	<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 5 tops</li> <li>- 3 pair pants (if toilet training, 5 pair)</li> <li>- 3 pair socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Sun hat with visor</li> <li>- Sweater</li> <li>- Light coat (appropriate to daily temperature)</li> <li>- Water shoes</li> <li>- Towel</li> <li>- Swimmer diapers</li> <li>- Sunscreen</li> </ul>
Fall	Winter
<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 5 tops</li> <li>- 3 pair of pants (if toilet training, 5 pair)</li> <li>- 3 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Light/heavy coat (appropriate to daily temperature)</li> <li>- Splash pants / snow pants</li> <li>- Mittens with clips</li> <li>- Rain boots / outdoor shoes</li> <li>- Neck warmer</li> </ul>	<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 5 tops</li> <li>- 3 pair of pants (if toilet training, 5 pair)</li> <li>- 3 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- 2 hats</li> <li>- Sweater</li> <li>- Heavy coat (appropriate to daily temperature)</li> <li>- Snow pants</li> <li>- 2 pair of mittens with clips</li> <li>- Winter boots</li> <li>- Neck warmer</li> </ul>

## PRESCHOOL

Spring	Summer
<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 2 tops</li> <li>- 2 pair of pants (if toilet training, 5 pair)</li> <li>- 2 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Light/heavy coat (appropriate to daily temperature)</li> <li>- Splash pants</li> <li>- Mittens with clips</li> <li>- Rain boots / outdoor shoes</li> <li>- Sun hat with visor</li> </ul>	<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 2 tops</li> <li>- 2 pair pants (if toilet training, 5 pair)</li> <li>- 2 pair socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Sun hat with visor</li> <li>- Sweater</li> <li>- Light coat (appropriate to daily temperature)</li> <li>- Water shoes</li> <li>- Towel</li> <li>- Bathing suit</li> <li>- Swimmer diapers</li> <li>- Sunscreen</li> <li>- Labelled water bottle</li> </ul>
Fall	Winter
<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 2 tops</li> <li>- 2 pair of pants (if toilet training, 5 pair)</li> <li>- 2 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Light/heavy coat (appropriate to daily temperature)</li> <li>- Splash pants / snow pants</li> <li>- Mittens with clips</li> <li>- Rain boots / outdoor shoes</li> <li>- Neck warmer</li> </ul>	<p>Inside Items:</p> <ul style="list-style-type: none"> <li>- 5 tops</li> <li>- 2 pair of pants (if toilet training, 5 pair)</li> <li>- 2 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p>Outside Items:</p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Heavy coat (appropriate to daily temperature)</li> <li>- Snow pants</li> <li>- 2 pair of mittens with clips</li> <li>- Winter boots</li> <li>- Neck warmer</li> </ul>

**KINDER/AFTER-SCHOOL**

<b>Spring</b>	<b>Summer</b>
<p><b>Inside Items:</b></p> <ul style="list-style-type: none"> <li>- 1 top</li> <li>- 1 pair of pants</li> <li>- 2 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p><b>Outside Items:</b></p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Light/heavy coat (appropriate to daily temperature)</li> <li>- Splash pants</li> <li>- Mittens with clips</li> <li>- Rain boots / outdoor shoes</li> </ul>	<p>***There is no Kinder/After School program available in the summer months</p>
<p><b>Fall</b></p> <p><b>Inside Items:</b></p> <ul style="list-style-type: none"> <li>- 1 top</li> <li>- 1 pair of pants</li> <li>- 2 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p><b>Outside Items:</b></p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- Sweater</li> <li>- Light/heavy coat (appropriate to daily temperature)</li> <li>- Splash pants / snow pants</li> <li>- Mittens with clips</li> <li>- Rain boots / outdoor shoes</li> <li>- Neck warmer</li> </ul>	<p><b>Winter</b></p> <p><b>Inside Items:</b></p> <ul style="list-style-type: none"> <li>- 2 tops</li> <li>- 2 pair of pants</li> <li>- 2 pair of socks</li> <li>- 1 pair of extra indoor shoes</li> </ul> <p><b>Outside Items:</b></p> <ul style="list-style-type: none"> <li>- Hat</li> <li>- 2 Sweaters</li> <li>- Heavy coat (appropriate to daily temperature)</li> <li>- Snow pants</li> <li>- 2 pair of mittens with clips</li> <li>- Winter boots</li> <li>- Neck warmer</li> </ul>