

OUT OF SCHOOL CLUB REGISTRATION POLICY

Policy:

The Town of Banff Children and Youth Programs recognize the need for childcare by working families and strives to meet that need to the best of our ability.

Definitions:

- Full time care: Registrations which are five days a week, on a monthly basis (including PD Fridays and February break, not including Winter Break and Spring Break).
- Drop- in care: Registrations which are not five day a week, on a monthly basis

Procedures:

- Families requiring full time care will have registration priority as our primary purpose is to meet the demand for care by full time working families while maximizing available spaces.
- Registrations will be accepted on a first come, first serve basis.
- When the program has been registered to its capacity, families will be waitlisted in the order which they were received and contacted if and when a space becomes available.
- If a family chooses to change their registration at any time during the school year, they will be placed at the bottom of the wait list and registered in sequential order and based on availability at that time.
- Families registered for full time care will have one week priority registration for Winter Break and Spring Break programming before drop in care registration is opens. During these school breaks, registration procedures will reflect those listed above.