

OUT OF SCHOOL CLUB REGISTRATION POLICY

Policy:

The Town of Banff Children and Youth Programs recognizes the need for childcare by working families and strives to meet that need to the best of our ability, giving consideration to the individual needs of those needing full time care.

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.
- Registration for full time care will open one week prior to drop in care registration. Families who require full time care are strongly encouraged to register at this time to give them the best chance at obtaining a spot in the program and will be registered on a first come, first served basis.
- When drop in care registration is open, families will be registered in sequential order as they are received. Families can choose what days of the month they require for the year, and will be registered based on availability at that time.
- When the program has been registered to its capacity, families will be waitlisted in sequential order as they are 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. Registration procedures will reflect those listed above.
- Priority is given to in-person registrations, with completed documentation.