

GLENBROOKE DAYCARE
Program Admission Policy

Eligibility and priority to register for Glenbrooke Daycare Programs:

1. Every effort will be given to accommodate siblings already enrolled in Glenbrooke Daycare Programs in order to facilitate family unity
2. Staff children have priority before new children from the community.
3. Preference is given to children in the Herbert Spencer catchment.
4. The child MUST be registered and attending Herbert Spencer Elementary (Afterschool care)
5. Confirmation of registration from Herbert Spencer is required to process enrolment (Afterschool care)
6. Priority is given to Kindercare program children for Afterschool program. (Afterschool care)
5. In order to be put on our waitlist a non –refundable \$ 50 will be charged.

When space becomes available in any of our Programs, the Manager will contact parents who applied.

1. If the parent accepts the spot, then a Parent Interview and tour of the Daycare is set up. Parent handbook is provided at this time.
2. Registration Package will be filled out with a Non-Refundable \$ 50 registration fee.
3. Confirmation of Registration will be sent out by the Manager.

Administrative process:

1. Available spots are identified and applicants are informed as soon as there is a spot available .
2. Registration opens for September spots starting in July of the same year. Daycare processes the intake during the summer months for the spots available in early September.
3. Pick up and Drop off only provided to and from Herbert Spencer Elementary

When space is not available for siblings or the afterschool care program (graduating Kindercare), the Manager will inform Parents 6 months prior to September 1st and will update Parents as soon as space becomes available. Progression from kindercare to afterschool care is prioritized but not guaranteed.

Please note, Glenbrooke Daycare Afterschool is licensed for 24 school-aged children. At our main location, the Kindercare afterschool program is licensed for 7 children, the 3-5 program is licensed for 20 children, and the Infant & Toddler program for 3 children.

For concerns or questions, please contact Glenbrooke Daycare Manager: Ildiko Takash

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