



# Childcare Services Waitlist Form

Start Date of Care: \_\_\_\_\_

*(Please specify a date or time period, i.e. Summer/year)*

Office Use Only	
PAID _____	<input type="checkbox"/> Wait List CC
<small>(Date/Time/Initial)</small>	<input type="checkbox"/> Emails

Parent/Guardian Name(s):		
Child's Name:	Age:	DOB:
Child's Name:	Age:	DOB:
Child's Name:	Age:	DOB:
Address:		Postal Code:
E-mail Address:		
Identify three (3) efficient contacts for responding to notifications within 72 hrs (see attached policy):		
Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> (H)	(W)	(C)
Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> (H)	(W)	(C)
Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> (H)	(W)	(C)
E-mail:		
Hours of Care Required: 00:00 am - 00:00 pm = -- hours		
Full time <input type="checkbox"/> Part time options: <input type="checkbox"/> Mon-Wed-Fri or <input type="checkbox"/> Tues-Thurs		
After School Care <input type="checkbox"/> School child is attending: (for school age children)		
Kindergarten <input type="checkbox"/> am or <input type="checkbox"/> pm Year child will be attending kindergarten: Sept/20XX		
Bussing required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
The City of Beaumont is committed to providing quality childcare services. To ensure adequate resources are in place to support your child(ren), please list any functional impacts arising from a clinically diagnosed disability.		
If there are no existing functional impacts arising from a disability at the time of this application, you agree to advise the City of Beaumont as soon as reasonably possible of any such subsequent functional impacts while your child(ren) remains on the waitlist. Please note that if a functional impact requiring accommodation is not disclosed, it may impact the resources available to assist your child(ren).		
Signature:		Date:

**Parents/Guardians: Please return this form to the City of Beaumont Office along with \$50 waitlist registration fee. The \$50 Waitlist registration fee is refunded upon registration in program. Please complete all required information & notify the city office in writing of any changes to the info.**

**\*\*Your application cannot be processed without complete information.\*\***

The personal information requested on this form is being collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. The information collected will be used solely for the purpose of administering and managing the childcare waitlist, including contacting you regarding space availability, enrollment opportunities, and related program information. If you have questions about the collection or use of your personal information, please contact the Privacy Officer at 780-929-8782.

# Beaumont Childcare Services Wait List Registration Guidelines

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The wait list is an administrative support to families in the community choosing childcare space in either of the City's childcare programs. The wait list is a numbered list based on registration date and the child's age. Placements into the programs are made by registration date and age appropriateness.

The City of Beaumont is committed to providing quality childcare services. The City asks for information on functional impacts arising from clinically diagnosed disabilities to ensure that it has adequate resources in place to best assist your child(ren). As this can take some time, it is important for the City to be advised of any functional impacts as soon as possible to ensure the proper resources are in place. Further, if your child has a diagnosed disability that requires accommodation, the City is able to provide assistance and support you through the process of accessing FSCD funding and other benefits and subsidies.

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## Procedures

1. Families will complete the Childcare Services Waitlist Registration Form and pay a \$50.00 waitlist registration fee per child. The child's name will be added to the bottom of the list in order of the date of registration and sorted by their age range for those prior to grade 1. Children eligible for the School Age Site (grade one or higher) will be prioritized by their date of waitlist registration. A waitlist space is non transferable to another child.
2. Parents will provide their three (3) best contacts on the Waitlist Registration Form to ensure that they can receive notification of an available placement and respond within 72 hours. Two (2) attempts will be made to contact the parents or guardians at all contacts provided. If placement is refused or both attempts go unanswered, then the child's name is moved to the bottom of the list, care will be offered a second time when that child's name comes to the top of the list. If care is refused or goes unanswered by the parent or guardian a second time, then the child is taken off the wait list. Further, waitlist movement typically occurs for September 1<sup>st</sup> of each year. Please keep this in mind when registering for mid-year placements.
3. Parents/Guardians are responsible for providing their current contact information and updating any care requirement changes if changes are needed (ex. part time vs. full time, date care is required). Updates can be made by contacting the City office or via email at [childcareservices@beaumont.ab.ca](mailto:childcareservices@beaumont.ab.ca).
4. Parents/Guardians are encouraged to contact the City Office or send a request via email at [childcareservices@beaumont.ab.ca](mailto:childcareservices@beaumont.ab.ca) to inquire into the position of their child on the waitlist at any given time after registering.
5. Families accepting a placement in either program are expected to meet with the program supervisor for their orientation and to complete program registration papers within a reasonable time period agreed upon with the program supervisor when the family initially accepts the placement.
6. The waitlist registration fee will be identified in the City of Beaumont Fees and Charges Schedule.
7. Waitlist registration fee is refunded upon child's registration in program. Otherwise, fee is non-refundable.

# Beaumont Child Care Services

## Site Closure Dates

<u>Date</u>	<u>Holiday</u>
January 1	New Year's Day
February	Family Day
April	Good Friday
April	Easter Monday
May	Victoria Day
May/June	PD Day for Staff
July 1	Canada Day
August	Civic Holiday
September	Labour Day
September 30	National Truth and Reconciliation Day
October	Thanksgiving Day
November 11	Remembrance Day
December	City AGM
December	Christmas Floater
December 25	Christmas Day
December 26	Boxing Day

## Child Care Fees

### School Age Site

Before and After School Care: September - June	\$600 per month
Summer Care: July and August	\$825 per month
Child Care Services Bus Fee/Child	\$180 per month

### Early Learning Child Care Center

Children attending 100 hours or more = Full-Time Care:

Age of child:	Total Center Fee:	Parent Fee:	Affordability Funding Rate:
Infants less than 12 months	\$1487.17	\$326.25	\$1160.92
Infants (12 to less than 19 months)	\$1452.98	\$326.25	\$1126.73
19 months to less than 3 years	\$1235.16	\$326.25	\$908.91
3 years to less than 4 years	\$1186.64	\$326.25	\$860.39
4 years to not attending Kindergarten	\$1185.24	\$326.25	\$858.99
Kindergarten-age children requiring child care during school hours	\$1065.33	\$326.25	\$739.08
Child Care Services Bus Fee/Child	0	\$180 per month	0

### Drop-In Fees - All Programs

Half Day - up to 5 hours of care/day	\$37.00
Full Day - between 5-9 hours of care/day	\$57.00

### Other Fees - All Programs

Late Pick up	\$2.00 /minute/child
Waitlist Registration Fee (will be applied to the first month's child care fees once child is accepted into the program, otherwise it is non-refundable)	\$50/child