

## Frequently Asked Questions: Enrollment & Waitlist

### Our Capacity & Locations:

Our total licensed capacity across both locations is **111** children. Both our Balliol and Belsize locations feature private gardens for outdoor play.

- Belsize Location (75 Spaces): Infant (10), Toddler (37), and Preschool (28).
- Balliol Location (36 Spaces): Senior Preschool and Kindergarten.

### 1. How does the waiting list work?

Your position on our list is based on your original date of registration—this remains your permanent marker across all age groups. However, three primary factors determine when an offer is made:

- **Priority Status:** Placements are first offered to our Priority 1 group (siblings) before Priority 2 (general registration).
- **Age Eligibility\*:** As spaces become available, we contact families whose children are the correct age for that specific classroom at the time of our intake period.
- **Fluctuation:** Families with an earlier registration date may secure alternative care or relocate, which shifts the list and changes your individual ranking.

\*If a space is not available in your initially requested age group, your application automatically moves forward as your child grows. You will remain on our list unless you explicitly request to be removed; there is no need to request placement on another list.

### 2. Our Priority Policy

- **Priority 1:** Sibling Priority. We prioritize siblings of currently enrolled families.
- **Priority 2:** Registration Date. General applicants are prioritized based on their original date of registration.

### 3. Do you offer part-time care?

No. Little Tots' Manor offers full-time, year-round enrolment only. We do not offer part-time care or occasional care options.

### 4. Do you have a "Catchment Area" or geographic boundary?

As a licensed private centre, we do not have strict school-style boundaries. However, we prioritize families within the immediate community.

### 5. Are you participating in the CWELCC (\$10-a-day) program?

Yes. Little Tots' Manor is officially enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) program.

- **Fee Reductions:** All eligible families benefit from the government-mandated fee reductions.

- Impact on Demand: Since opting into CWELCC, we have seen a historic increase in applications. This has extended our wait times to the current 24- to 36-month range and necessitated strict adherence to our priority policies.

## **6. Enrollment & Annual Intake**

The vast majority of our enrolment occurs during our annual intake period between July and September. Outside of this window, spaces rarely become available.

## **7. When will I be contacted?**

Our annual enrolment cycle follows a specific timeline for our July–September intake:

- March: We begin our internal review of current enrolment and available spaces.
- April: Families in a possible position to obtain a space will be contacted to schedule an enrolment tour.
- May: Our enrolment process for the upcoming intake period is typically completed.

## **8. What is "Age Availability"?**

We operate at 100% capacity year-round, which limits our ability to transition children mid-year. To adhere to licensing, when a child is accepted, they generally need to be able to remain in that specific age-group classroom for a full 10 to 12-month cycle.

## **9. Enrollment Tours**

Tours are by invitation only and occur only when a potential space becomes available for your child. A tour provides an opportunity to learn about our program before final decisions are made; please note that an invitation to tour does not guarantee placement.

## **10. Academic vs. Summer Programming**

- Academic Year (September – May): Focus on our academically enriched curriculum and developmental milestones.
- Summer Programming (June – August): A continuation of care for our currently enrolled students with a shift toward more outdoor fun and theme-based events.
- Note: We do not offer external "Summer Camps." Enrollment is reserved for our full-time students only.

Little Tots' Manor strongly recommends joining multiple waitlists and exploring all childcare options, as waitlist registration at our centre is not a guarantee of space. We encourage families needing care within the next 24 months to maintain active registrations at multiple centres to ensure the broadest range of options.