



Admissions Policy

WHEREAS the Centre de la Petite Enfance Panda (hereafter referred to as "Panda Daycare" and "Panda") is planning to build a second facility in partnership with Bishop's University;

WHEREAS in accordance with the partnership with Bishop's University, it is understood that (50) places within the two facilities of Panda Daycare will be reserved for the exclusive use of University employees and students;

WHEREAS in order to take into account the above-mentioned elements, it is necessary to modify the Panda Daycare admissions policy;

THEREFORE, the Panda Daycare Board of Directors is adopting this admissions policy, on this first day of April, two thousand and nine (2009.04.01)(updated 2013.01.23)(updated 2013.03.14), which replaces the existing policy.

Article 1 **Definitions**

Panda Daycare: Centre de la Petite Enfance Panda, a non-profit corporation, duly constituted in accordance with Part III of the Companies Act.

BOD: Board of Directors of Panda Daycare.

Management: Person responsible for the day-to-day business of Panda Daycare in conformity with *An Act respecting childcare centres and childcare services*.

Member: Person whose child benefits from Panda Daycare services.

Form: Appendix A of this policy.

Article 2 **Registration on the waiting list**

Parents must complete the required form to have their child registered on the Panda Daycare waiting list. The child's registration date on the waiting list will be the date Panda Daycare receives the duly completed and signed form. This form is available at Panda Daycare.

Article 3 **Renewal**

Registration for a child under 18 months of age (or an unborn child) on the Panda Daycare waiting list is valid for two years from the registration date.

Registration for a child 18 months or older on the Panda waiting list is valid for one year from the registration date.

The child's name will be automatically removed from this list after this period.

Article 4 **Registration of an unborn child**

Following registration of an unborn child on the waiting list, parents must communicate with Panda Daycare to inform it of the child's actual date of birth, sex and first name. Failure to do so will result in the registration being removed from the list. Panda Daycare will not call to obtain this information.

Article 5 **Guarantee**

The fact that a child is registered on the Panda Daycare waiting list does not guarantee anyone under any circumstances automatic admission to Panda Daycare.

Article 6 **Admission priority**

The order of priority for determining a child's admission to Panda Daycare is as follows:

A child whose parent studies at or is employed by Bishop's University may be eligible for **priority admission**.

Within this priority, a child whose parent studies at or is employed by Bishop's University, **and** who already has a child at CPE Panda, has a priority over the one whose parents do not have a child at the CPE.

A maximum of 50 places are offered for the Bishop's University priority.

Anyone registered in a course at the University for the unique purpose of benefiting from this priority will immediately be excluded from the waiting list.

A child who has a parent that is a member or employee of Panda Daycare may be eligible for **second** priority.

A child who has a parent that was a former member of Panda Daycare may be eligible for **third** priority.

A child whose parents do not meet any of the above criteria may be eligible for **final** priority.

Within each of the above categories, the order of priority is set according to the child's registration date on the waiting list for the **applicable age group**.

The term "**may be eligible**" is used here to indicate that a child's admission is always dependent on the space available at Panda Daycare within the child's age group. Other criteria are also taken into consideration in forming well-balanced groups for an effective instructional program.

There is no guarantee that a child will eventually be admitted to Panda Daycare.

Article 7 **Follow-up**

The place of a child on the waiting list can be checked, using the file number, directly on the CPE's website at **www.cpepanda.com**.

Article 8 **Management's decision**

Panda Daycare's management is the decision-making body in matters relating to a child's admission to Panda. Management must respect this policy, as far as possible, in conformity with the Panda instructional program, notwithstanding situations beyond its control.

Article 9 **Right to be heard**

The parent who has questions about the proper management of the waiting list must, first, address his concerns to the management team. If not satisfied, he may avail himself of the complaint process of the internal rules of the CPE.

