

YWCA NWT After-School Program Registration Information

Please read this document in full prior to registration

Further information available at www.ywcanwt.ca/after-school-care

Eligibility

Children aged 3 (enrolled in JK) to age 10. (We will not register a child if they turn 11 before March 2025. We will only register children turning 11 March 2025 or later.)

Children must be fully able to use the toilet independently.

The After-School program does not provide one-on-one care; if your child needs one-on-one care, please let us know, and we can discuss available options.

Children must be enrolled in one of the available schools for the 2024-2025 school year.

After-school Program will not operate in August, December Break, March Break, summer break, PD/STIP Days, Statutory holidays, or any day school is closed.

Registration Requirements

Registrations are not confirmed until all requested paperwork is completed, including an updated 2024 dated immunization record. After the paperwork has been approved, you will be required to submit an EMT for \$310 if you are registered in a YK1 school and \$375 if you are registered in a YCS school. On June 1st if you do not have outstanding fees on your account, the registration fee will be applied to your June fees.

ECE Subsidy

The ECE childcare subsidy is for children aged three to five in the after-school program. The month a child turns six is the last month they will receive the ECE subsidy. Currently, we submit children's information to ECE monthly; there is no additional work on the part of the guardians. Each qualifying child is entitled to a monthly reimbursement of 60% of their total fees up to a maximum monthly amount of \$175. Families are responsible for paying the full monthly fees unless there is a credit on the account, as the subsidy will be credited on a delayed schedule.

Registration

We will have two different registration dates, the first for current clients and the second for the public. The first round of registration will open at 8 am Monday, January 15th, 2024 and close at midnight on Friday, January 26th, 2024. Only children currently enrolled in the after-school program at registration will be eligible to register early. Our public registration will open at 8 a.m. on February 13th, 2024. Any person with an eligible child enrolled in one of our available schools may submit a registration request.

The 2023-2024 public registration was full before 8:05 am! Please be mindful of registration dates and submit your request as close to 8:00 am as possible!

Siblings

If you are a current client of the YWCA NWT After-School program and you wish to reregister a child and register additional children not currently enrolled, such as a younger sibling, please submit their names with your presently enrolled child; you will then need to enroll the child when the public registration opens.

If you do not let us know that you have a new child you wish to register for when the first registration begins for current families, we cannot guarantee they will have a spot when the public registration opens.

Procedure

If you are interested in registration, please send an email to afterschool102@ywcanwt.ca after 8 am when registration opens, with the following information

- 1) The school your child attends
- 2) Child's Full Name
- 3) Child's DOB
- 4) The first and last names of the child's legal guardians
- 5) Siblings name (if applicable)

Licensing

The YWCA NWT After-School program is a licenced childcare facility under the NWT daycare act. The after-school program has different policies and procedures than the schools. For further information, please review the NWT Child Day Care Regulations from the Government of the Northwest Territories.

Information to remember:

- 1) We will enroll clients on a first-come-first-serve basis after 8 a.m. on the date of registration. We are opening a limited number of spaces; we will add you to our waitlist after these spaces are filled. Additional spaces may open between now and August as we secure staffing and spaces.
- 2) After-school program Seniors and Junior leaders have no part in the registration process; please direct your questions and concerns to the after-school coordinator at after-school@ywcanwt.ca
- 3) Registration requests must be emailed to afterschool102@ywcanwt.ca within the listed registration period. Requests not sent by email to afterschool102@ywcanwt.ca or that arrive before 8 am will not be accommodated. We will not take registrations over the phone. Please submit your request to the proper email; YWCA NWT staff will not forward requests sent in error.

- 4) Staff will respond to registration emails from Monday to Friday between 10 am and 2 pm. Registration is hectic, so please only send one email regarding the same children to ensure a smooth and timely registration. If, after three business days, a staff member has yet to respond to your initial registration email, please forward your original email to afterschool102@ywcanwt.ca, as it may have been missed.
- 5) Please ensure the email you use to register is your primary email; it is preferred that you always use a personal account that you have unrestricted access to. Guardians often miss deadlines and essential updates because they have used a work email.
- 6) After you have completed the registration process, you will be instructed to pay a registration fee. A registration fee is required to secure your registration. The registration fee is \$310 for YK1 and \$375 for YCS and must only be paid by EMT. We will not be charging credit cards.
- 7) Deadlines are strictly enforced. Staff will send clear instructions regarding required documentation, when it is due, and how it must be submitted. You will forfeit your registration if you fail to submit the necessary documentation as instructed by the due dates. Once your registration is lost, you will be removed from our registration database. If you wish to register, you must begin a new registration.

Monthly program fees per child for the 2024-2025 school year

After-School Program Schools	Sept. Fee	Oct. Fee	Nov. Fee	Dec. Fee	Jan. Fee	Feb. Fee	Mar. Fee	Apr. Fee	May Fee	June Fee
Mildred Hall	\$310	\$310	\$310	\$210	\$310	\$310	\$210	\$310	\$310	\$310
Range Lake North	\$310	\$310	\$310	\$210	\$310	\$310	\$210	\$310	\$310	\$310
N.J. Macpherson	\$310	\$310	\$310	\$210	\$310	\$310	\$210	\$310	\$310	\$310
École Itl'ò	\$310	\$310	\$310	\$210	\$310	\$310	\$210	\$310	\$310	\$310
Saint Joseph's	\$375	\$375	\$375	\$235	\$375	\$375	\$235	\$375	\$375	\$375

This chart is based on our current agreements with ECE but is subject to change.