TRUST
CHILD CARE CENTRES

Kindergarten Registration Process

2025–2026 School Year

What You Need to Know

Kindergarten Class Structure and Registration Process

- The Kindergarten classroom has a **maximum capacity of 12 students**.
- **6 spaces are reserved for currently enrolled Kindergarten students** (2020 born).
- **6 spaces are reserved for currently enrolled Preschool families** (2021born).
- Registration is offered on a **first-come, first-served basis** within each group.

Group 1: Currently Enrolled Kindergarten Students (2020 born)

- Priority registration is offered to children returning for a second year in the program.
- If any of the 6 reserved spaces remain **unclaimed** after the priority registration period, they will be reallocated to **Group 2.**

Example: If only 4 of the 6 Kindergarten spaces are claimed, the remaining 2 will be added to the Preschool group—resulting in **8 total spaces** available to currently enrolled Preschool families.

Group 2: Currently Enrolled Preschool Students (2021 born)

- Registration opens next to children currently enrolled in preschool who are eligible to begin Kindergarten in the 2025–2026 school year.

Registration emails with a form link will be sent simultaneously to all eligible families within each group to ensure a fair and transparent process.

Kindergarten 2025–2026 Registration Overview

REGISTRATION GROUP	SPACES RESERVED	BIRTH YEAR	REGISTRATION OPENS	REGISTRATION CLOSES	ELIGIBILITY
GROUP 1: CURRENTLY ENROLLED KINDERGARTEN	6	2020	Tuesday, April 8 at 10:00 AM	Wednesday, April 9 at 10:00 PM	Children currently enrolled in Kindergarten and returning for a second year
GROUP 2: CURRENTLY ENROLLED PRESCHOOL	6	2021	Thursday, April 10 at 10:00 AM	Friday, April 25	Children currently enrolled in Preschool and eligible to begin Kindergarten

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Registration Process

Step 1: Submit the Registration Form

- A direct link to the registration form (via Adobe Sign) will be emailed to all eligible families when registration opens.
- Once submitted, the form is automatically **time- and date-stamped**.
- Adobe Sign will send an **automatic confirmation** of submission.
- **Please note:** the office is unable to respond to individual emails confirming receipt or placement.

Step 2: Receive Confirmation

- Trust Child Care will aim to confirm receipt **within one hour of submission**.
- Families will receive an email indicating one of the following:
    - A **space has been confirmed**, or
    - Your child has been **placed on the internal waitlist**.
- An **Optional services** sign up form will be provided to families with a confirmed space.
- Families on the internal waitlist will be contacted **if a space becomes available** before or on the withdrawal deadline of **May 16, 2025**.

Step 3: Tuition Security Deposit

- If a space is confirmed, the **$990 tuition security deposit** will be withdrawn on the **same day confirmation is sent**.
- Payment is made via **Pre-Authorized Debit (PAD)** only.
- The deposit becomes **non-refundable after May 16, 2025**, in accordance with the Kindergarten Withdrawal Policy
- The deposit will be **applied** to July and August 2026 tuition.

External Waitlist

- Beginning on **May 19**, if any Kindergarten spaces remain **and** the internal waitlist has been exhausted, offers will be made to families on the **external waitlist**.
- The external waitlist is for **families who are not currently enrolled** at Trust Child Care.

Kindergarten Registration Timeline – 2025–2026

DATE	EVENT
TUESDAY, APRIL 8	Group 1 Registration **Opens** (10:00 AM) – Currently Enrolled Kindergarten Families (2020 born)
WEDNESDAY, APRIL 9	Group 1 Registration **Closes** (10:00 PM)
THURSDAY, APRIL 10	Group 2 Registration **Opens** (10:00 AM) – Currently Enrolled Preschool Families (2021 born)
FRIDAY, APRIL 25	Group 2 Registration **Closes** (10:00 PM)
FRIDAY, MAY 16	Program **Withdrawal Deadline** – Last day to withdraw and receive refund of tuition deposit
MONDAY, MAY 19	External Waitlist Opens – Remaining spaces offered to non-enrolled families.

For complete details on tuition, CWELCC eligibility, withdrawal policies, and program features, please refer to the full **'Kindergarten Program Information 2025–2026'** document.

Questions?

Contact us at info@trustchildcare.ca with your inquiries.