

DUSK'A HEAD START AND FAMILY LEARNING CENTER

Policy Section: **ENROLLMENT**  
Effective Date: September 16, 2015  
Policy section: 4.1

**Purpose:**

To establish a process for the enrollment of children at the Dusk'a Head Start and Family Learning Center.

**Policy:**

The Manager of Duska Head Start oversees all areas of enrollment at the centre. Preference is given to Kwanlin Dün First Nation applicants and vacancies are filled based on the date of the application. All other applications are placed on a wait list and are managed according to the date of the application.

The Dusk'a Head Start and Family Learning Center works within the guidelines established by the Child Care Services. The three designated age groups meet the teacher to child ratios and physical classroom size required per group.

As an Aboriginal Head Start Program the Centre strives to provide quality programming that supports the social-emotional, intellectual, physical and spiritual needs of the children.

**Procedure:**

1. Kwanlin Dün citizens have priority over all other applicants regardless of date of application.
2. If there are vacancies, potential students are assigned a spot at Dusk'a based on Kwanlin Dün First Nation citizenship and date of birth (as of December 31).
3. If there are no vacancies in the appropriate age group, applicants are put on a waitlist.
4. Other First Nations have second priority according to date of application.

Approved by Council Resolution 15-43, September 16, 2015

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5. Students are placed in one of three classes: eighteen (18) months to three (3) years; three (3) years; or four (4) years. Classroom shifts occur in September when the five year old children leave for kindergarten.
6. Once a child has been placed in a program, he/she will not be removed regardless of citizenship.