



## **Registration Information: YWCA NWT After-School Care Program (Clients/Students NOT currently attending after-school program)**

**Public after-school registration will open at 8:00 a.m. on Monday, February 17<sup>th</sup>, 2025. Any person with an eligible child enrolled in one of our available schools may submit a registration request. If you want to register for the 2025-2026 school year, please read the attached document for details!**

### **Eligibility**

For YK1: Children aged 3 (enrolled in JK) to 10. (We will not register a child if they turn 11 before March 2026. We will only register children turning 11 March 2026 or later.)

For YCS: Children aged 4 (children must be at least four by September 1) to age 10. (We will not register a child if they turn 11 before March 2026; we will only register children turning 11 in March 2026 or later.)

Children must be fully able to use the school toilets **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 2025-2026 school year:

École St. Joseph	École Itł'ò	Range Lake North	Mildred Hall	N.J. Macpherson
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### **Registration Requirements**

Per Child:

- Initial Registration Email
- 2025-2026 Child Registration
- Permission Slips
- immunization record dated 2025
- Liability form
- Reservation fee

Per Family:

- The Program Manual
- Payment confirmation

### **Child Care Fee Reduction Subsidy – Government of the Northwest Territories**

The childcare subsidy is for children aged three to five registered in a licenced early learning program. The month a child turns six is the last month they will receive the subsidy. Currently, YWCA NWT submits qualifying children's information to the Department of Education, Culture and Employment (ECE); there is no additional work on the part of the guardians. For each qualifying child you have enrolled, the monthly fees will be subsidized 60% of their total costs up to a maximum monthly amount for each child of \$175. These fees are subject to change by ECE.

## Registration Procedure

If you are interested in registration, please send an email to [afterschool102@ywcanwt.ca](mailto:afterschool102@ywcanwt.ca) after 8:00 a.m. when registration opens on Monday, February 17<sup>th</sup>, 2025, 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

Once your email is received, you will be sent all the required documentation and instructions. **Registrations are not confirmed until all requested documentation is received and approved.** After the paperwork has been approved, you will be provided instructions on how to pay the reservation fee. The reservation fee is submitted via EMT for \$310 if registered in a YK1 school and \$375 if 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. After your reservation fee is paid, you will receive your program confirmation.

## Licencing

The YWCA NWT After-School program is a licensed childcare facility under the NWT Daycare Act. Its policies and procedures differ from those of the schools.

For further information, please review the NWT Child Daycare Act.

## Information to remember:

- 1) We will enroll clients on a first-come-first-served basis after 8 a.m. 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 [afterschool@ywcanwt.ca](mailto:afterschool@ywcanwt.ca)
- 3) Registration requests must be emailed to [afterschool102@ywcanwt.ca](mailto:afterschool102@ywcanwt.ca) within the listed registration period. Requests not sent by email to [afterschool102@ywcanwt.ca](mailto: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 five business days, a staff member has yet to respond to your initial registration email, please **forward** your original email to [afterschool102@ywcanwt.ca](mailto: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. This fee is required to secure your registration. The cost is one month 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.
- 8) 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.

### Monthly program fees per child for the 2025-2026 school year

#### Regular Fees [Subsidized Fees](#)

Month	ESJS		École Itl'ò		NJM		RLN		MH		Due Date
September	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	September 5
October	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	October 5
November	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	November 5
December	\$225	\$90	\$210	\$80	\$210	\$80	\$210	\$80	\$210	\$80	December 5
January	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	January 5
February	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	February 5
March	\$225	\$90	\$210	\$80	\$210	\$80	\$210	\$80	\$210	\$80	March 5
April	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	April 5
May	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	May 5
June	\$375	\$200	\$310	\$135	\$310	\$135	\$310	\$135	\$310	\$135	June 5

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