

Waiting List Policy and Procedures

Purpose

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care center that maintains a waiting list to have related policies and procedures.

Policy

- Toronto woods daycare will strive to accommodate all requests for the registration of a child at the childcare centre.
- Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.
- To obtain access to waitlist, parents must complete a wait list application form.
- **A waiting list is not an actual registration form.**

Procedures

Receiving a Request to Place a Child on the Waiting List

The licensee or designate will receive parental requests to place children on a waiting list via online application or in-person meeting.

Placing a child on the Waiting List

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

1. When space becomes available in the program, priority will be given to children who are currently enrolled and need to move to the next age grouping, siblings of children currently enrolled, children of staff.

Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

1. Parents of children on the waiting list will be notified via E-mail that a space has become available in their requested program.
2. It is the parent's responsibility to call or e-mail TWD to bring changes to their contact information.

Parents will be provided a timeframe of a week in which a response is required before the next child on the waiting list will be offered the space.

Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. TWD Director/Supervisor will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
2. TWD Director/Supervisor will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.



Toronto Woods Daycare



Toronto Woods Daycare Waitlist Application

Child first name: _____ Last name: _____

Date of birth (dd/mm/yy): _____

Parent/Guardian #1

First name: _____ Last name: _____

Phone

Home: _____ work: _____ mobile: _____

E-mail: _____

Home address: _____

Parent/Guardian #2

First name: _____ Last name: _____

Home phone : _____ work: _____ mobile: _____

E-mail: _____

Home address: _____

Do you have a child currently enrolled in our program?

Yes (indicate which room): _____

Do you need;

Preschool: _____ Toddler: _____

When (you have to choose specific month & year): _____

Parents/Guardian Signature: _____ Date: _____

It is your responsibility to notify us of changes to your contact information or child care need.

For office use only Reference NO.:	Date Received:
---------------------------------------	----------------