

---

**Balmy Beach Community Day Care Centre  
Waiting List Policy and Procedures**

Approval Date by Board of Directors	March 31, 2021
Revision Date	

**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 centre that maintains a waiting list to have related policies and procedures.

This policy will be made available to staff and families at the Centre and to applicants who sign up to the waiting list upon their request.

Note: definitions for terms used throughout this plan are provided in the Glossary.

**Policy**

**General**

- Balmy Beach Community Day Care Centre (the “Centre”) will strive to accommodate all requests for the registration of a child at the 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.
- The Centre’s waitlists are reviewed approximately every 6 months. April/May and November/December. In January lists are “rolled over” to the next age group for the upcoming year.

**Procedures**

**Receiving a Request to Place a Child on the Waiting List**

1. The licensee or designate will receive parental requests to place children on a waiting list via email or in-person meeting. We encourage that families bring their child for a tour of the Centre.

### **Placing a child on the Waiting List**

1. The Supervisor/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 a program, priority will be given to children already enrolled in the Centre to move up, if applicable. Siblings of children enrolled in the Centre will have priority to any spaces available.
2. 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.

### **Eligibility to Attend the Centre**

1. Preschool children may be accepted to the Centre if they live out of district with the understanding that they will be required to leave the Centre to attend school in their own school district for Kindergarten/childcare.
2. Kindergarten and School Age children will only be accepted to the Centre if they live in the school district.

### **Offering an Available Space**

1. The Centre will notify parents of children on the waiting list via email or phone call that a space has become available in their requested program. Each e-mail or telephone conversation with a parent, or a voicemail left at the number on the application will be deemed a notification or contact.
2. The parents will have five days from first notification that a space has become available to accept the childcare space.
3. Where a parent has not responded within the given timeframe, the Centre or designate will contact the parent of the next child on the waiting list to offer them the space.
4. If the parent declines a space or fails to respond when contacted, their application goes to the bottom of the list unless they indicate they would like to be removed.
5. If a parent contacts the Centre after the deadline to accept a space they will be informed that their application has been moved to the bottom of the list.

6. After the Centre has contacted parents regarding two separate available spots and the parents have not accepted either spot or have not responded, the child will be removed from the waitlist.

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

1. The Supervisor/Assistant 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. The Supervisor/Assistant 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.**

**Any disputes regarding placements will be determined by the Centre's Board of Directors. The Board's resolution will be final.**

**The Waiting List Policy is reviewed annually by staff, students on placement and volunteers.**