



Wait List

Policy and Procedures

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Purpose

This policy and the procedures within provide for wait list to be administered in a transparent manner. It supports the availability of information about the wait 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 wait list, offer admission, and provide parents with information about their child's position on the wait list. This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a childcare centre that maintains a wait list to have related policies and procedures.

Glossary

Licensee: The individual or corporation named on the license issued by the Ministry of Education responsible for the operation and management of the childcare centre.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

The Centre: Brant Street Daycare

Policy

Brant Street Daycare 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 wait list procedures set out below will be followed. No fee will be charged to parents for placing a child on the wait list.

Procedures

1. Parent will fill out a wait list form found on brantdaycare.com and sent it to brantdc@hotmail.com.
2. The licensee or designate will place a child on the wait list in chronological order, based on the date and time that the form was received.
3. Once a child has been placed on the wait list, the licensee or designate will inform parents once a spot is available.

Determining Placement Priority when a Space Becomes Available

1. When space becomes available in the program, priority will be given to siblings of children already enrolled at The Centre.
2. Once these children have been placed, children enrolled at DAS on the wait list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.



3. Once DAS children have been placed, the chronology of the children enrolled at Saint Michael's and Market Lane will be offered the spots still available.

Offering an Available Space

1. Parents of children on the wait list will be notified by email that a space has become available in their requested program.
2. Parents will be provided a timeframe of one week in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the wait list to offer them the space.

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

1. The Supervisor of Brant Street Daycare will be the contact person for parents who wish to inquire about the status of their child's place on the wait list.
2. The Supervisor of Brant Street Daycare 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 wait 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 wait list will be provided to parents.
2. Names of other children or families and/or their placement on the wait list will not be shared with other individuals.