
 FAMILY DAY	POLICY	CATEGORY
	Wait List Policy – Child Care Centres	Operations
	AUTHORIZATION	
		Joan Arruda Chief Executive Officer

POLICY

The high demand for child care in the Greater Toronto Area means space is limited and wait lists often exist for Family Day Care Services' programs. Family Day does not charge a fee or collect a deposit when placing children on the wait list for admission into a child care program.

Scope

This policy, its principles and practices, applies to all Family Day staff, students and volunteers that work directly with children.

Procedure

A child is put on the wait list when a parent/guardian contacts Family Day's Child Care Services Department. This contact can be made online via the agency's website or over the phone.

Once an intake is received by the Child Care Services Department, the intake is distributed to the appropriate program location. Confirmation that a child has been placed on the wait list will be received within three (3) business days of the initial request by the individual program supervisor or designate. This intake form is not an application and does not guarantee the child's enrolment into a program.

There is a separate wait list for each program and each age group within that program. Waitlists are confidential, and positions of children on the waitlist are only discussed with the individual child's parent/guardian. Parents/guardians who wish to inquire, may contact the child care centre supervisor to determine their position on the wait list and approximate wait times.

If parents/guardians want to make changes to their intake profile, they must contact our Child Care Services Department or the program they are requesting care at. Duplicate or incomplete intake information may cause a delay in processing the child's wait list intake. Intake forms are filed in the order in which they are received by Family Day program location.

A space in a child care program is created when a child leaves a centre or changes programs. Spaces can become available at any time throughout the year. When a space becomes available, parent/guardians are called in the sequential order of their placement on the wait list. After being contacted, parents/guardians must notify a centre within two (2) business days of their intention to either accept or decline the space. If the parent/guardian declines the offered space, the next parent/guardian on the list is called; this process continues until the space is filled.

There are various circumstances that affect wait list times and access to programs:

- Priority is given to families with siblings already in the child care program
- Children transferring from one Family Day program to another
- Ages of children in the younger age group and their readiness to progress to the next age group the parent/guardian may be waiting for
- Ages of children in the current age group and space availability in the next grouping they are due to move into
- Number of children already on the wait list
- Intakes identified as "high-risk" would have a priority placement.

When parents/guardians decline an offered space but either want to remain on the list or fail to respond within two (2) business days, the child's intake date will be changed to reflect the date of decline.

Once a child is officially offered a space and the space is accepted, the parent/guardian will be required to pay one month's fee. This will be applied to their child's last month of care, provided the appropriate notice of withdrawal is given. If a child is withdrawn from a program and would like to be readmitted, they begin the wait list procedure over again.

Children will remain on a program's waitlist list until the child ages out of the program or a parent/guardian asks for the name to be removed.

Policy Review and Sign-off

Educators, students, volunteers and centre supervisors review and sign off on this policy at the time of hiring and thereafter on an annual basis.

I have read and understand the Wait List Policy. I understand Family Day does not charge a fee or collect a deposit when placing children on the wait list for admission into a child care program.

Name of staff (please print): _____

Signature	Supervisor / Manager Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____