



WAITING LIST POLICY

WEST NIPISSING CHILD CARE CORPORATION

POLICY

Purpose

Ontario Regulation 137/15 section 75.1 (2) requires that child care centers that maintain a waiting list have policies and procedures associated with these lists to ensure that they are administered in a transparent manner.

The guidelines outlined in this document are intended to provide parents with the necessary wait list information to enroll their child in child care while protecting the privacy and confidentiality of children.

It is the responsibility of the licensee to comply with all applicable laws. Licensees who require assistance in interpreting the legislation and its application may consult with an attorney.

General information

1. The *West Nipissing Child Care Corporation* will endeavour to accept all applications for enrollment of a child in the child care center.
2. If the program's maximum capacity has been reached and new children cannot be enrolled in the program, the waiting list procedures outlined below that describe the order in which children will be offered admission shall be followed.
3. A waiting list will be available in a manner that respects the privacy and confidentiality of the children on the list while allowing the individual/family to verify the child's rank on the list.
4. There will be no charge to parents for placing a child on the waiting list.

ADMINISTRATIVE GUIDELINES

Receipt and Processing of a Request to Place a Child on the Waiting List

1. The licensee or a representative will be responsible for receiving applications from parents to place children on a waiting list by way of an online application, by phone or by meeting in person.



2. The licensee or representative will place children on the waiting list in chronological order based on the date and time the request was received.
3. Once the child's name is on the waiting list, the licensee or representative will inform the parents of the child's position on the list.

Determining the Priority of Children When a Space Becomes Available

1. When a space becomes available in the program, priority will be given to children on the waiting list in the following manner:
 - Children on the *District of Nipissing Social Services Administration Board* (DNSSAB) waiting list;
 - Children who are currently enrolled and who need to be transferred to an older age group;
 - Children from nearby agencies such as One Kids Place, Children's Aid;
 - Children attending the child care on a full-time basis (5 days a week);
 - Siblings of currently enrolled children;
 - Children of employees.
2. Once these children are placed, priority will be given to other children on the waiting list based on the number of spaces available in the program and the time the child was added to the waiting list.

Offer of Available Space

1. Parents of children on the waiting list will be notified by phone, email or online communication applications (such as Dojo, HiMama) when a space becomes available in the requested program.
2. Parents will be asked to respond within a reasonable amount of time, after which the space will be offered to the next child on the waiting list.
3. If a parent has not responded within the specified time frame, the licensee or representative will contact the parent of the next child on the waiting list to offer the space.

Response to Parents Inquiring About their Child's Position on the Waiting List

1. The supervisor or the assistant to the supervisor will be the contact person for parents inquiring about their child's position on the waiting list.
2. The supervisor or the assistant supervisor will answer parents' questions and inform them of their child's current position on the list and the likelihood of the child being offered a place in the program.



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. Therefore, only the child's position on the waiting list will be communicated to the parents.
2. The names of other children or families and/or their position on the waiting list will not be shared with others.
3. Once a child is registered, the parent shall ensure that the child's name is removed from all waiting lists from which they have applied.

I _____, (employee, provider, student, volunteer) understand and support the West Nipissing Child Care Corporation's *Waiting List Policy*.

Signature: _____ Date: _____