Waiting List Policy and Procedure

Creation Date: May 15, 2017
Reviewed: October 30, 2017, May 8, 2018, June 30, 2021, August 20, 2024
Revised: April 15, 2024
Reference: Child Care and Early Years Act, 2014
Approved by Board of Directors: June 22, 2017, April 18, 2024

Policy

Orde Day Care is committed to ensuring individuals interested in receiving care at Orde Day Care are placed on a waiting list that adheres to the priority of admissions set out in our Orde Day Care Family Handbook.

The waiting list policy is intended to uphold the principle of transparency regarding the information contained therein while maintaining the privacy and confidentiality of the children listed on it. The policy lays out a process by which Orde Day Care will maintain the waiting list and notify affected persons or families of their child's status on the waiting list.

A copy of the waiting list policy is included in the family handbook, but is also available to parents upon request as a single photocopied sheet when specifically requested.

Orde Family Handbooks are available to any family interested in receiving care, either online or through a hard copy.

All staff, volunteers and students must review the waiting list policy annually. Compliance and contravention to this policy will be monitored as in accordance with Ministry of Education requirements.

Priority of Admissions:

Priority of admissions is a policy set by the Board of Directors and ratified by a majority vote of the membership. Upon vacancy, the centre will give priority in the following order:

1. Siblings of children already enrolled in either centre.
2. Families living in the community of the Orde St Public School district boundaries.
3. Others who have completed an application form.
4. In the case of unusual hardships, the Orde Board of Directors may waive the above priorities items 1-3.

The age of the child will also be taken into consideration when offering a space for a program, to ensure that the child can be accommodated in the upcoming program, or the appropriate age group. If there is a possibility the child cannot be offered a space into the graduating program, the supervisor will inform the parent prior to offering the space or as soon as it becomes known to the supervisor.

By way of example, the Centre will not

a. place an older school age child in our youngest school age program, if there is no vacancy for this child in the age-appropriate program
b. place an older infant or toddler aged child in their respective age-based program if there is no space in for them to graduate to the next age-based program.

Transparency of Waiting list:

1. Supervisors at each site will be responsible for the maintenance of the waiting list based on the above listed priorities for each age group.
2. The centre encourages families to access an application from our website. A link for the wait list application can also be sent when requested by the parent.
3. The date of application will be used as the seniority date for the purpose of the application.
4. Supervisors will review the date of application with the date received by the centre to ensure dates are accurate.
5. Families must contact the centre if there are changes to their information after the application has been submitted.
6. Supervisors will note the position (order number) of the applicant on the waiting list prior to calling the affected family to offer an available space.
7. Supervisors will call /email the prospective families and inform the parent their position on the waiting list for this particular space and note the day the call or contact with parent was initiated NOTE: Positions on the waiting list will fluctuate given the number of siblings and or/in district children who have applied since the last vacancy.
8. Parents will be given 48 hours to respond to the offer of a space, or continued interest to remain on the waiting list.
9. If a parent does not call within the 48 hours, the Supervisor will call the next applicant.
10. Any calls or emails from the parents will be noted on the application.
11. Supervisors will maintain the waiting list application in its priority until the parent requests to be removed from the waiting list or the child becomes to old to attend the centre, or the parent does not return the email or call from the daycare/waiting list app regarding a space.
12. Applications will be moved to next age grouping if a space is not offered in the current age group for which the family originally applied
13. Families will have an opportunity to review their own application.
14. Information regarding other waiting list applicants will not be available to other families, to ensure confidentiality.
15. A child's space on the waiting list is non-transferable.

Please note that if a parent chooses not to add their name to the waitlist-based application, they may contact the centre directly to have their name manually added to the waitlist.

A link to the Wait list Privacy Policy is listed below for further information

https://www.waitlistplus.com/privacy/

Please refer to Orde Day Care Privacy and Confidentially Policy and Procedure for further information, which can be found on our website@ ordedaycare.org

Compliance and Contravention

In order to ensure compliance of the wait list policy the following criteria will be adhered to:

1. Wait list fee will not be charged for a placement of a child's name on the wait list.

2. Supervisors are able to confirm the waiting list is established and maintained in accordance with the set priority of admissions based on inspection.

Staff Name	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: