

PROGRAM POLICIES PROGRAM PROCEDURES AND PRACTICES	PRIORITY PLACEMENT/ WAITLIST COVID 19	SUBJECT	COVID-19
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POLICY

A priority placement and wait list for care will be maintained at each Child Care Centre. There will not be a charge, fee or deposit for placement of a child waiting for admission into any of our programs.

PROCEDURES

Priority placement of children during COVID-19 will take place taking the following into consideration:

- Clients who were already enrolled full time in the child care
- Siblings of clients already enrolled
- Care for clients where parents must return to work and that work outside the home
- Continuity of service for families who accessed Emergency Child Care
- Subsidized clients
- On site school/regional staff and based on a proactive “move-up” planning strategy

A waitlist will be maintained in accordance with the initial contact day. When a potential client makes contact (phone/online) and is interested in placing their child at the centre, a Wait List Information form will be completed by the Supervisor/Designate.

The length of time that an incoming child will be eligible for any given age group will be considered in the context of the “move-up” planning strategy. Should the first child on the wait list be very close in age to moving up to the next age group, and there will be no space available in the next age group, the next child on the list may be admitted first.

It is parents’ responsibility to contact the child care centre every three months to update the centre Wait List information. It is the Supervisor/Designate responsibility to review

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Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations or the Local Medical Officer of Health’s authority to enforce Health related regulations. Health Department staff will continue to enforce legislation, regulations and Health department requirements based on the facts as they may find them at the time of any inspection or investigation. It is the responsibility of the operator to ensure compliance with all applicable legislation and guidance documents. If the operator requires assistance with respect to the interpretation of the legislation, guidance documents and their application, the operator may wish to consult legal counsel.

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and confirm there are no changes to the existing information (e.g. phone numbers, change in days required). During the parent's contact they can request information on where they are on the Wait List and be provided with their numerical position for placement.

The child will be removed from the Centre waitlist if the Centre has not received contact from the parent for a year.

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