



**Regional Municipality of Durham**  
Child Care and Early Years Division  
Directly Operated Centres (DOC) Policy Manual

<b>Title: Waitlist</b>	
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<b>Reviewed: April 2022</b>	
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## **1. Policy**

- A waitlist for care will be maintained at each of the directly operated early learning and child care centres. There will not be a charge, fee, or deposit for the placement of a child waiting for admission into any of our programs.

## **2. Procedures**

- When a potential client calls, emails, or visits to inquire about child care, they will be directed to the online waitlist form available on the website. Families must complete a separate form for each location they wish to be considered for. Submission of the online form automatically generates a timestamp, which establishes their position on the waitlist. The waitlist will be maintained according to the timestamp generated at the time of form submission. Exceptions to standard placement order may be made for subsidized clients, children with special needs, siblings of currently enrolled children, on-site school staff, regional staff, and for proactive 'move-up' planning where appropriate.
- 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 waitlist 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 the parents' responsibility to contact the child care centre every three months to update the centre waitlist information. It is the supervisor/designate responsibility to review and confirm there are no changes to the existing information (i.e., phone numbers, change in days required). During the parent's contact, they can request information on where they are on the waitlist, and they will 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 or there is a request to be removed.