



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
- Families with special circumstances that would benefit from children returning to care, such as children with special needs
- 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, the Supervisor / Designate will add them to the electronic wait list. a Wait List Information form is on line for clients to complete or can be completed by the Supervisor/Designate if required.

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 and confirm there are no changes to the existing information (e.g. phone numbers, change in days required). During the parents’ contact they can request information on where they are on the Wait List 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.