



Waiting List Policy

As of September 1, 2016, the Ministry of Education requires daycare providers to provide full transparency in their waiting list administration. This policy outlines ABC's waiting list process to ensure it is fair while maintaining the flexibility required when running a child care facility.

Who can apply?

To be on ABC's waiting list, a parent or legal guardian must complete an online application form and provide all required information accurately. A child **cannot** be placed on ABC's waiting list if the child has not yet been conceived. However, a child can be placed on ABC's waiting list if the child has not yet been born.

Placement on the list?

The order in which children are placed ABC's waiting list is based on the following factors:

1. Date on which the electronic application is submitted and completed accurately and in its entirety
2. The requested month childcare would start
3. The age group a child would be when they would start at ABC
4. Whether the application is for a single child or siblings
5. The requested number of days per week – 5 days, 3 days (M/W/F), 2 days (T/TH)

Parents should register for as early a start date as they would be willing to start at ABC, i.e. if registered for care to start in February, a family would not be called if a January space becomes available unless all families on the January list decline the space.

If parents defer a space or move the start date to another month, their space on the waiting list will be dependent on the date on which they originally registered for that child to be on ABC's waiting list.

If a space is not available for the month a parent would like to start care, ABC will automatically move that application to the next month's waiting list. The priority in the next month's waiting list will be based on the date of the original application.

Priority

ABC gives priority to different groups which effectively moves them up the waiting list. The different tiers of ABC's waiting list are:

1. Siblings and alumnae: siblings of current ABC clients or of alumnae receive priority placement on ABC's waiting list.
2. Friends and family: ABC reserves the right to give priority to close friends and family of ABC's senior management team.
3. Transfers from other ABC locations: From time-to-time, a parent will accept a space at one ABC site with the object of moving to their first choice site when a space becomes available.



These families are given priority over those non-clients on the waiting list for the desired location.

4. Staff: the children of ABC staff members receive priority placement on the waiting list.

Maintaining the waiting list

ABC communicates with its waiting list regularly, primarily through email. From time-to-time there may be a call to action in an email requiring the recipient to alert ABC if they wish to remain on the waiting list. If we do not receive a response within fourteen days of requesting this information, the child may be removed from ABC's waiting list. If the parent contacts ABC after this time period and states that they wish to remain on the waiting list, the application date will be changed to the date that ABC received this confirmation. The purpose of this policy is to ensure that ABC's waiting list is always as accurate as possible so that parents who no longer wish to be on the list can be removed thereby giving parents a more accurate idea of their likelihood of securing a space.

Requests for information

Parents can contact an ABC site's Managing Director to ask about their child's place on the waiting list. Within 24 hours (or the next business day), the Managing Director will let the parent know what number they are on the list for the month they are looking for care. At this time, the Managing Director will let the parent know that this number may change depending on families withdrawing from the waiting list, other members of the waiting list changing their requested start dates, or if priority individuals join the waiting list.

The Ministry of Education mandates that parents can request to have access to view a daycare's waiting list with the anonymity of all waiting list parties maintained. ABC does not maintain a separate, anonymous waiting list. If a request is made for a physical copy of the waiting list, ABC will provide a redacted list within fourteen business days for only the month and age group of the start date requested by the inquiring parent.

Offering of Spaces

Spaces become available when a child graduates from ABC or when a family terminates care. Parents are required to give two months' notice, prior to the last working day of the month. Therefore, it is expected that the minimum amount of notice a family will receive about an available space will be 2 months. We endeavour to give parents as much notice as possible if we are aware of upcoming spaces.

Parents of preschool children that are eligible to go to JK that September are required to inform ABC by last working day in February when their child will be leaving the program. For waiting list families looking for care between July-September, spaces will begin to be offered mid-March as we can start planning for departures at this time. ABC reserves the right to choose children from the waiting list whose age will not conflict with the flow of movement in the centre enrollment.