

CHAPTER TEN: ADMINISTRATIVE MATTERS

Administrative Matters	Waiting List
Revised: December 2016 Revised: April 2021	Policy Number: 10.6 (replaces policy 1.7)

Policy:

North Hastings Children's Services (NHCS) maintains a fair and transparent waitlist so that prospective families can determine when a child care space will become available. NHCS does not charge a fee or deposit for placement of a child on a waitlist.

Guidelines:

The following criteria are to be taken into consideration when determining the placement of a child on a waitlist.

- ❖ Full Time Schedule takes precedence over Part Time Schedule
- ❖ Currently enrolled in NHCS Child Care space
- ❖ Siblings of children already attending a NHCS Licensed Child Care Program
- ❖ Date registration form has been submitted
- ❖ Start Date
- ❖ General Public

Procedure:

1. Toddler and Preschool Spaces are rolling registration.
2. School Age Program Spaces are secure provided a new Registration form has been completed before that last day of School.
3. Child Care Coordinators confirm Child Care Spaces.
4. All families will be contacted within 2 days of receiving a registration.
5. Families will be contacted if a space suitable for the age of their child becomes available to confirm.
6. Families have 48 hours to respond when a space is offered. If a space is declined, or there is no reply, we will offer the space to the next child on the list. A family may fail to respond, or decline a space, twice and retain their spot on the waitlist. A 3rd offer with no response, or the decline of a space, will result in the child being removed from the waitlist.
7. It is the family's responsibility to ensure their contact information remains current.
8. The child may be added to the waitlist, once a space becomes available the registration fee will be requested to confirm start date.
9. Once a child is placed on a waitlist the Guidelines above will be considered. A family may request to know specifics of waitlist and will be provided to the family while maintaining confidentiality of all parties.

The Coordinator shall ensure that this policy and procedures are reviewed as follows at the child care centre:

1. With employees, before they begin their employment.
2. With volunteers or students who will be interacting with children at the child care centre, before they begin to volunteer or before they begin their educational placement.
3. With each person described in paragraph 1 or 2, at least annually after the first review and at any other time when changes are made to the policy or a procedure.