



## **YMCA Northumberland Child Care Waiting List Policy and Procedures**

Name of Child Care Centre: YMCA Northumberland

Date Policy and Procedures Established: September 2016

Date Policy and Procedures Updated: December 2024 – no change

### **Purpose**

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parent/care givers in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parent/care givers with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a Child Care Centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

### **Policy**

#### **General**

- ✓ YMCA Northumberland will strive to accommodate all requests for the registration of a child at the Child Care Centre.
- ✓ Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- ✓ No fee will be charged to parent/care givers for placing a child on the waiting list.

### **Procedures**

#### **Receiving a Request to Place a Child on the Waiting List**

1. The licensee or designate will receive parent/care giver requests to place children on a waiting list via email or phone.

#### **Placing a child on the Waiting List**

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time that the request was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform parent/care givers of their child's position on the list.



### **Determining Placement Priority when a Space Becomes Available**

1. When space becomes available in the program, priority will be given to full time children, children who are currently enrolled and need to move to the next age grouping or, children who are currently enrolled in part-time and wanting to move to full-time, siblings of children currently enrolled, children of staff and part-time children.
2. Once these children have been placed, other children on the waiting list will be prioritized based on program room availability and the chronology in which the child was placed on the waiting list.

### **Offering an Available Space**

1. Parent/care givers of children on the waiting list will be notified via phone call or email that a space has become available in their requested program.
2. Parent/care givers will be provided a timeframe of five business days in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent/care giver has not responded within the given timeframe, the licensee or designate will contact the parent/care giver of the next child on the waiting list to offer them the space.

### **Responding to Parent/care givers who inquire about their Child's Placement on the Waiting List**

1. The Supervisor of the Child Care Centre or designate will be the contact person for parent/care givers who wish to inquire about the status of their child's place on the waiting list.
2. The Supervisor of the Child Care Centre or designate will respond to parent/care giver inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

### **Maintaining Privacy and Confidentiality**

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parent/care givers.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

### **Glossary**

*Licensee:* The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

*Parent/care giver:* A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent/care giver include legal guardians, but will be referred to as "parent/care giver" in the policy).