## Wait List Policy

Early Learning KinderCare endeavours to develop and maintain a waitlist that is transparent and fair, as well as, implemented in a consistent manner. There is no fee to place your child’s name on the waiting list.

**General Practices**

1. To add your child’s name to the waiting list:
	1. Call 613-445-0445 or email cheryllomas@yahoo.ca and leave a message.
	2. Provide the required information:
		* Parents first and last names
		* Best contact telephone number and/or email address
		* Your expected start month
		* Your child’s name
		* Your child’s date of birth
		* School grade (if applicable)

The day that we receive all of the required information will by your seniority date on the waiting list.

* 1. If there are any changes to your contact information please contact KinderCare to update your file.
1. Each age group at KinderCare has its own individual waiting list.
2. There is no specified length of time that you need to be on the list in order to be offered a space.
3. Spaces are generally created when a family or child leaves the centre. This can happen at any time throughout the year. However, most spaces become available in June for the start of the following school year.
4. Once a space becomes available, the family with the highest seniority date from the appropriate waiting list will be contacted and given a specified time frame to return the call to accept or decline the offer.
5. If the space is refused, the family has the option of removing their child from the list or moving the child to the bottom of the waiting list with a new seniority date (date of refusal).
6. Once your child is offered a space, it does not officially become their space until all necessary forms and payments are submitted to KinderCare. These include:
	* + Enrollment Application Form
		+ Enrollment Agreement
		+ Personal Information Consent Form
		+ New Enrollment Intake Form
		+ Copy of immunization record (for preschool enrollment only)
		+ $100.00 non-refundable administration fee
		+ Last month’s fees (which we consider to be June) payable at the time of registration.
		+ Post-dated cheques for all subsequent months.
7. You may remain on the waiting list until you have asked to be removed.

**Wait List Priorities**

1. Siblings of current participants: To be included on the waiting list the family must request that their child be put on the waiting list and provide the appropriate information.
2. Children of current KinderCare Employees: To be included on the waiting list the employee must request that their child be put on the waiting list and provide the appropriate information.
3. Returning Families: To be included on the waiting list, the family must request that their child be put on the waiting list and provide the appropriate information. The time span between the withdrawal of a family and their new waitlist registration must not exceed two years. To gain access to the program, a child must be returning to KinderCare or be the sibling of a child previously enrolled.
4. New Families: To be included on the waiting list the family must request that their child be put on the waiting list and provide the appropriate information.