***Policy 4.1.8* – Wait List**

***Policy Statement***

We welcome new applicants to Constellation’s Child Care. When an application is received it is placed onto our waitlist.

***Purpose***

To state a clear and fair waitlist policy.

***Procedure***

When a spot becomes available it is offered to those on our waitlist based on the following priorities, in order as per below:

-Children already enrolled with Constellation’s in the Preschool room who are ready to move to the School Age program

-Siblings of children currently enrolled in a program with Constellation’s Child Care

-Returning parents (see section below): a child returning after an absence of no more than 12 months due to a parent’s maternity/parental leave or serious family illness

-Children of Staff at Constellation’s Child Care

-Children from the community and area to which the above groups do not apply within these priority groups, applications are managed by the date the waitlist application was received, or by date of enrollment for children already attending the program, depending on the circumstance.

-The Supervisor reserves the right to manage the waitlist in the best interest of the Center.

- Under the authority of Ontario Regulation 137/15, licensed child care centres and home child care agencies may no longer charge parents fees to have their child placed on a wait list.

Wait Times

It is impossible for us to predict exactly when a space may become available for you. As a result, we are unable to give you an approximate entry date. Typical wait times vary from a few months to one to two years. You are welcome to contact the center at constellationschildcare@gmail.com at any time for an approximation on where your application is on the list, but please remember, this position may fluctuate based on the priority factors listed above. As we foresee availability opening up, those at the top of the waitlist (top 2 on list) will be contacted to be updated ahead of time (at least one month in advance of when spot is expected to be available). When a space becomes available for you It is the parent/guardian’s responsibility to maintain current contact information with Constellation’s Child Care Center. When a space is available every effort will be made to contact you via telephone and e-mail as provided. Parents who do not return notification within 3 business days will forfeit that available spot to the next person on the waitlist. You will not need to reapply to the waitlist again but will be subject to waitlist priority assignment. If you choose to decline the offered space, but would like to remain on the waitlist, you will remain in your place for the next available spot. A spot that becomes available will be offered no earlier than two months in advance of the parent’s requested start date

 Returning Parents

Parents who withdraw their children, for a period of no more than 12 months for the purpose of maternity/parental leave or serious immediate family illness or medical issues, and inform Constellations of their intent to return at the time they leave, will be given waitlist priority based on the above order upon return. The same cancellation policies apply as per the Parent-FCCS Agreement. Parents who withdraw their children for other reasons will be required to reapply to the waitlist and will be subject to waitlist priority assignment and payment of the application fee.

***4.1.9 Wait List Confidentiality***

***Policy Statement***

To provide access to the wait list while maintaining confidentiality.

***Purpose***

To allow parents/families to see where they are on the wait list without compromising confidentiality.

***Procedure***

When requesting access to the wait list the requestor will receive a list showing only initials of other families on the waitlist and for what room they are waiting for will be visible to potential families. (i.e. Toddler room – 1. D.L. 2. C. J. 3. A.M. 4. Your name 5. P. G.)