



"Where kids count"

## Waiting List Policy

### **Policy:**

MTJB uses a waiting list to allocate spaces as they become available. Prospective parents should be assured that the waitlist is administered objectively, based on guidelines established by the Board of Directors. Admission is on a first come, first serve basis, subject to the priorities and considerations outlined below.

It is important to realize that being on the waitlist does not guarantee that you will be offered a space in the program and timeline you required.

### **Application:**

Prospective users are required to contact the centre to apply for space. The application requires that you specify your child's birth date and the date for required care. If you would like to tour the facilities, one will be arranged.

### **Waitlist:**

Based on the age of the child at the time care is required, the child is assigned to the appropriate age group on the waitlist. The waiting list will be available in a manner that maintains privacy of the children on the list. Prospective clients on the waiting list are welcome to call the Program Manager or designate from time to time to inquire of their status for enrollment. Families are welcome to make an appointment with the Program Manager or designate to view the waiting list and check their status; other family names will be protected in the waiting list book for the purpose of confidentiality.

When a space is about to become available, the Program Manager or designate will determine the approximate age of a child who best fits the vacancy.

The space will be offered to the child who is highest on the list, whose age is appropriate at "date of required care". In the case of siblings entering the centre, consideration will also be given to the date of enrollment of the first child enrolled at MTJB.

### **Offer of Space:**

As a spot becomes available, we will offer it to the first child on the Waiting List who is of age to the group that has the space available.

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M.T.J.B. is in compliance with the AODA Regulations 429/07

21 Stewart Drive Prescott Ontario K0E 1T0 [www.mtjb.ca](http://www.mtjb.ca) Tel: 613-925-4032



**The following information will be kept on file on the waiting list:**

- Parents first and last names
- Best contact telephone number(s) and or email addresses
- Your expected start month
- Your child's name
- Date of Birth (unborn children may be added to the list with expected month and year of birth)

**How the waiting list works:**

1. Contact the centre to add your name to the waiting list.
2. The day that you contact the centre will be your seniority date on the waiting list.
3. There is no specified length of time that you need to be on the list to be offered a space.
4. Spaces are created when a family or child leaves the centre. Spaces can be available at any time of the year or point in the month.
5. Only once the withdrawal is confirmed in writing can we begin to find a family for the space.
6. The Program Manager or designate will call all families that are eligible to start in the program where there is an opening.
7. All parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed if your child is still within the age group of the program they will be offered a space.
8. Once a family is called from the waiting list they are given a specified time frame to return the call and express continued interest in the space available.
9. The family with the highest seniority date will have first official refusal of the available space.
10. For all Children that are accepted into MTJB, families are required to pay a registration fee.
11. If you are called for a space and do not wish to take it at that time, you will be given the option to stay on the waiting list.

**MTJB Waiting List (Example)**

Date of Call: \_\_\_\_\_ Date of Email: \_\_\_\_\_

Family Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone #: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School Attending: \_\_\_\_\_

Full Time Care:    Part Time Care:    Scheduled Care:

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School Attending: \_\_\_\_\_

Full Time Care:    Part Time Care:    Scheduled Care:

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School Attending: \_\_\_\_\_

Full Time Care:    Part Time Care:    Scheduled Care:

Start Date: \_\_\_\_\_ Hours of Care Needed: \_\_\_\_\_

Tour Date: \_\_\_\_\_ Contact Messages Left: \_\_\_\_\_

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Date of Call: \_\_\_\_\_ Date of Email: \_\_\_\_\_

Family Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone #: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School Attending: \_\_\_\_\_

Full Time Care:    Part Time Care:    Scheduled Care:

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School Attending: \_\_\_\_\_

Full Time Care:    Part Time Care:    Scheduled Care:

Child's Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

School Attending: \_\_\_\_\_

Full Time Care:    Part Time Care:    Scheduled Care:

Start Date: \_\_\_\_\_ Hours of Care Needed: \_\_\_\_\_

Tour Date: \_\_\_\_\_ Contact Messages Left: \_\_\_\_\_