



"Where kids count."

Waiting List Policy



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Waiting List Policy 2024

Name of Child Care Centre: MTJB Child Care Centre Inc.

Date of Statement Established: August 21, 2021

Date Statement Updated: April 23, 2024.

Waiting List Policy

Policy:

MTJB allocates spaces based on a waiting list 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-served 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 require.

Application:

Prospective users must contact the centre to apply for space. The application requires that you specify your child's birth date and the date for care needed. Tours will be offered when a space is available for your child(ren).

Waitlist:

Based on the child's age and when 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 the privacy of the children on the list. Prospective clients on the waiting list are welcome to call the Program Manager or designate occasionally to inquire about 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 confidentiality.

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

Space will be offered to the first child who is highest on the waiting list and whose age is appropriate at the "date of required care."

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.

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

- Parent's 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 the 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 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. They can be available at any time of the year or any 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 contact the next family on the waiting list who is eligible to start in the program where there is an opening.
7. All parents waiting for a particular month are contacted when spaces are available.
8. Once a family member is contacted 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 the first official refusal of the available space.
10. If you are contacted that a space has become available and do not wish to take it, you can stay on the waiting list, maintaining your seniority.
11. Priority will be given to families with children enrolled who require space for their infant/toddler.
12. Priority will be given to staff members who require space for their child.

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: _____