

MATTHEW JOHN

EARLY LEARNING CENTRE

WAITING LIST POLICY

PURPOSE

The purpose of the Waiting list Policy is to outline the practices of Matthew John Early Learning Centre (MJELC) for parents/guardians interested in childcare services.

POLICY STATEMENT

Accessible, equitable and inclusive practices serve as a foundation towards childcare services at Matthew John Early Learning Centre for all children and their families, including waiting list procedures.

POLICY APPLICATION

This policy applies to families placing their child/children on Matthew John Early Learning Centre's waiting list.

GENERAL GUIDELINES

- There is no fee to place your name on the waiting list.
- New names are added in chronological order upon receipt of completed information, regardless of the length of the waiting list. Parents will not be given a number to identify where their child is placed on the waiting list.
- One waiting list is maintained for all of MJELC's programs.
- Parents/guardians can inquire as to the position/status of their child on the waiting list by directing questions directly to the Supervisor/Associate Supervisor. The waiting list will be made available in a manner that maintains the privacy and confidentiality of the children and their parents/guardians listed on it.
- All applicants are required to notify MJELC if any changes are to be made to their application (i.e. an address change, date of enrollment). Municipal subsidies are also available.

WAIT LIST PROCEDURE

1. Parents/guardians should contact the Supervisor/or Associate Supervisor of MJELC through the MJELC website, by email, or in person.
2. Parents/guardians must provide the following information in their request to be added to the waiting list:
 - Name of each parent/guardian - Home address
 - Contact information for each parent/guardian (phone number & email address)
 - Name and date of birth for each child to be added to the waiting list
 - Other pertinent information that parent/guardian deems necessary
3. The Supervisor will add the child/children to MJELC's waiting list and will then email the parents/guardians confirming that their child/children is/are now on the MJELC waiting list.

Every child is added to the MJELC waiting list in order of date received. Siblings are given priority and are moved to the top of the waiting list.

ADMISSIONS GUIDELINES

Provincial legislation dictates the staff to child ratio for each age group for all of Ontario's licensed childcare settings. Families offered a spot in any of MJELC's programs are given three (3) business days to confirm the spot. If a family declines, the child remains on the waiting list but is placed to the end of the list. If a family accepts the spot, it will have thirty (30) days to return all completed registration forms and any other necessary documentation as directed by the Supervisor. Failure to comply with the timeline will result in loss of the offered spot.

To maintain a natural flow of enrolled children from one program into the next, the Supervisor offers families a spot for their child based on the child's age at time of anticipated enrolment in accordance with current legislation.

A vacant spot in any program is offered to children in the following order, as applicable:

1. Earliest wait listed sibling of currently enrolled child/children;
2. Earliest wait listed child of the age best supporting program flow; and
3. **JK/SK rooms:** After the sibling priority, any remaining spaces will be offered to the applicants in order of earliest placement on the waiting list, paying attention to the age of the child.

****This waiting list policy is reviewed**

- with new employees before they begin their employment
- with volunteers and students before they begin to volunteer or before they begin their educational placement
- with staff/volunteers/students at least annually after the first review and at any other time when changes are made to the policy, procedure or individual plan.

**** Any disputes regarding placements will be determined by the Board of Directors in its sole and absolute discretion.**

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