ADMISSION PROCEDURES AND WAITING LIST POLICY			
Manual:	Child Care Centres	POLICY #:	**4.8**
Source:	*CCEYA .75.1* Toronto Children's Services, *AQI*	Section:	Program Administration
Replaces Policy Dated:	November 2019	Revision Date:	October 22, 2024

POLICY

Network Child Care Services ("Network") follows the directives of the *Child Care and Early Years Act* (CCEYA) and Toronto Children's Services *Assessment for Quality Improvement (AQI)* for the admissions and waiting list procedures when enrolling a child in any of Network's child care programs.

1. The Child Care Supervisor, or designate, completes Network's *Intake Form* with the parent/guardian who is interested in placing their child in the child care program.

    a. Parents/guardians may apply for child care by completing the Intake Form on Network's website. The completed Intake Form received from the website is emailed to the Centre Supervisor from Network's Main Office.

2. Within three (days) of receiving the Intake Form, the Centre Supervisor, or designate, arranges a tour of the child care program with the parent/guardian.

3. If the child care program is at full enrollment capacity, the Centre Supervisor places the child's name on the centre's waiting list. Children are admitted into the child care program on a "first come, first serve basis", depending on program space availability, and the child care needs of the children currently enrolled in the child care program. See Waiting List Policy below.

4. The parent/guardian is contacted as soon as it is known that a child care space is available.

If the child care centre cannot accommodate the child due to full enrollment or age of child, the following procedures shall be followed:

1. The Centre Supervisor enters the child's name to the waiting list, according to the Waiting List Policy and procedures below.

2. The Centre Supervisor, or designate, informs the parent/guardian of Network's other child care programs as alternative choices, to best meet the needs of the family.

3. If the parent/guardian is interested in another of Network's child care programs, the Centre Supervisor forwards a copy of the completed *Intake Form* to the Centre Supervisor of Network's other child care program that may be able to accommodate

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the child, or to Network's main office if the parent/guardian is interested in Network's Home Child Care program.

4. The Centre Supervisor receiving the Intake Form contacts the parent/guardian within two (2) business days to arrange for a tour of the child care centre.

WAITING LIST POLICY AND PROCEDURES

1. The Centre Supervisor inputs the child's information on Network's Waiting List database. The Waiting List is used by the Centre Supervisor and the Program Manger to monitor the child care needs and requests of families and the community.

2. Network does not charge a fee or deposit to parents/guardians to place their child's name on the waiting list.

3. The Centre Supervisor periodically follows up with the parent/guardian on the waiting list to provide the parent/guardian with an update of space availability, position of their child's name on the waiting list, or to enquire of any changes to the child's child care needs.

4. The identity and personal information of each child on the waiting list is strictly protected, managed and accessed by Network's Centre Supervisor or Network's Program Manager for the purpose of administering the waiting list to place a child, to review the status of the waiting list, to provide information to a prospective parent/guardian about the waiting list or about a child's position on the waiting list.

   a) The waiting list may be made available for review by Network to a parent/guardian while protecting the information, privacy and confidentiality of each child listed.

5. A child on the waiting list is admitted into the child care program on a first-come first-serve basis, as follows:

   a. Priority for admission into Network's child care program is given to:

      i. Children from low-income families.
      ii. Children with exceptionalities and extra support needs.
      iii. Children residing in shelters.
      iv. Children and families who are new comers to Canada.
      v. A child currently enrolled in Network's child care program that needs to move to spot in the next age-group program that becomes available. For example, a preschool spot will be given to a child currently enrolled in the toddler program of the child care program who will be a preschool and required to move into the preschool room.

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vi. A child on the waiting list who has a sibling currently enrolled in the child care program.

vii. A child currently enrolled in any of Network's other child care programs, waiting to transfer in the child care program.

b. If the priority placement has been met, the Centre Supervisor then refers to the first child whose name appears on the Waiting List.

6. The Centre Supervisor contacts the child's parent/guardian to inform them of the space availability. If the parent/guardian does not accept the spot, the child's name will either be removed from the waiting list or placed at the end of the waiting list, depending on the parent's request. The Centre Supervisor contacts the next child's parent/guardian on the waiting list.

7. When admission to the child care program is confirmed by the Centre Supervisor, the parents/guardians and the child meet with the Centre Supervisor for an orientation of the child care centre. During the orientation, the parties discuss the child's needs, abilities, interests, cultural observances, and any special instruction regarding health, rest or nutrition. Parents/guardians are provided with the enrollment forms and documentation that are required on the child's first day of admission to the program.

POLICY REVIEW

In accordance with *CCEYA (s. 6.1)*, Network's Admission Procedures and Waiting List Policy is reviewed and acknowledged by way of a signature by all child care staff members before they begin employment with Network, and with all volunteers and placement students before they participate in Network's child care program. The policy is reviewed at least annually thereafter or when a change is made to the policy. A written record of each review must be signed by the Centre Supervisor, staff, student or volunteer.

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