

3.2 Enrolment Procedure and Wait list policy

Purpose

Growing Together Family Resource Centre (GTFRC) is aware of the shortage of child care spaces in the community it serves and of the frequent long wait periods to gain access to service. GTFRC aims to develop a waitlist policy and practices that are transparent, fair and consistent.

Policy

GTFRC develops and maintains individual waitlist for its five sites. Families sign up through the community child care registry/wait list www.Chatham-KentChildCare.ca

Waitlist Priorities

All sites: To be included on the waitlist the family must register their child on the community child care wait list.

- a) Siblings of current participants.
- b) Families waiting for a transfer to another site.
- c) Children of current GTFRC employees.

NOTE: Waitlist priorities render the waitlist dynamic, which means that a first place on the waitlist may be pushed down by a new waitlist family with a higher priority.

Waitlist Management

To ensure that families gain access to GTFRC's programs in the shortest time possible, the following practices are put in place:

1. The date of registration on the waitlist will reflect the order of priority on the wait list with the exceptions listed above.
2. A family who refuses a space the first time it is offered or fails to return a first call within one week will retain its priority on the wait list;
3. A family who refuses a space when offered a second time or fails to return a second call within one week will be withdrawn from GTFRC's waitlist. Once withdrawn from the waitlist, a family must forward a new registration through the community child care wait list to be placed on the waitlist. At time of refusal the parent may also indicate their wish for that date to be their new wait list date and repeat the waitlist process, thereby forgoing the need to re-apply.
4. It is the parent's responsibility to update their wait list profile with regards to their contact information.

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When a space becomes available, the family at the top of the waitlist will be contacted and a date for registration and enrolment will be negotiated.

(August 2016)

1. Parent inquiry can be made by telephone or email to the Supervisor regarding the status of their position on the wait list. (Sept. 20/17)
2. During initial contact staff should inquire if the child has or is currently using the services of any agency.
3. An appointment for the child's orientation is set which includes: meeting the child's teacher and a tour of the centre highlighting his / her room, cubby, and playground. Evaluation period begins up to a half day which includes acceptance of the child or the child being placed on a waiting list pending evaluation by and /or support from a qualified agency. The front line staff reports their observations to the intake orientation supervisor.
4. An appointment for the parent orientation is made. This will include a review of the information in detail.
5. Enrolment of the child. This requires that all registration forms be completed and returned by the parent. A registration fee of \$30.00 / child will be paid by the parent upon submission of the starting date schedule. (January 2016) (Oct. 2016) (June 2017)

General Enrolment Information:

1. Parents will inform staff and Supervisor if they wish to take their children out of the Centre during the day.
2. Parents will notify the Supervisor when an alternate person will be picking up a child. Identification must be presented prior to removing child from the Centre.
3. Parents visiting their child at the Centre must be negotiated with teacher and/or Supervisor.
4. G.T.F.R.C. will not be liable for injury to children booked into the daycare during regular working hours, but in company of parents away from daycare premises.
5. Parents provide: Change of clothing (all labeled with child's name) outdoor clothing, diapers, formula, filled bottles, blanket for rest, a picture of the child, dietary restrictions, medicine/medical concerns, non slip footwear.
6. A daily record which contains particular information regarding the child's day and activities is given to parents of infants and toddlers.
7. Transition from one area to another will be determined by age, and developmental growth upon consultation with the parent. This consultation will occur in advance of the transition period with parent, teacher and Supervisor.
8. G.T.F.R.C. is not responsible for the loss of personal belongings or injuries while the child is in attendance at the Centre. (October 2008)

Enrolment Status and Waiting list

A waiting list for all spaces will be maintained for all full programs. Priority will be given to the first inquiry. Families who remain on the waiting list will be contacted and

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updated on the status of their position. The supervisor will inquire to determine their need for childcare spaces.

A child(ren) must attend daycare a minimum of two times per week to guarantee full time enrolment status.

January 2009 (Oct. 2016)