



Wait List Policy

THIS POLICY SHALL:

1. Outline Procedures in the event of a spot opening for an enrolment.
2. Outline the procedure if a family declines the position.
3. Outline Roles, Responsibilities and Expectations.

The high demand for childcare in Alberta means space is limited and wait lists often exist childcare programs. Southfort Daycare does not charge a fee or collect a deposit when placing children on the wait list for admission into a childcare program. However, when a position is available, and we contact you to enroll your child we do require the **\$25.00 non-refundable registration fee.**

To ensure fair and equal access the following policies will be observed:

1. Please note that unborn children are not accepted onto the waitlist, parents must wait until their child is born before they register them.
2. Names go onto the waitlist in the order they are received -according to date of registration.
3. Positions are offered as they become available. If you fail to respond to an offer, we will accept this as a decline.
4. If a family passes on a position, the director will move to the next name on the list. The family will be offered another position when it becomes available. If the family declines a second offer within a (6) month period, their child will be removed from our waitlist/
5. The waitlist policy may change at any time as the needs of the Centre changes.
6. If you accept a position, the \$25.00 registration fee and must be made within 48 hours of acceptance or we will offer the position to the next on the list.

PROCEDURES:

A child is put on the wait list when a parent/guardian contacts the Director, at Southfort Daycare & OSC. This contact can be made online via the [Southfort Daycare OCS \(southfortdc.ca\)](https://southfortdc.ca) website or over the phone at 780-589-0447.

Once an intake is received by the Director, a confirmation that a child has been placed on the wait list will be sent to notify parents/guardian within one (1) business day of the initial request by the individual program supervisor or designate. This intake form is not an application and does not guarantee the child's enrolment into a program.

There is a separate wait list for each program and each age group within that program. Waitlists are confidential, and positions of children on the waitlist are only discussed with the individual child's parent/guardian. Parents/guardians who wish to inquire, may contact the director to determine their position on the wait list and approximate wait times.

If parents/guardians want to make changes to their intake profile, they must contact the Director. Intake forms are filed in the order in which they are received.

A space in the program is created when a child leaves a centre or changes rooms. Spaces can become available at any time throughout the year. When a space becomes available, parent/guardians are contacted by phone, and email in the sequential order of their placement on the wait list. After being contacted, parents/guardians must notify a centre within two (2) business days of their intention to either accept or decline the space. If a parent/guardian has been contacted two (2) times within a six (6) month period and has declined the space; they will be removed from the wait list. If the parent/guardian declines the offered space, the next parent/guardian on the list is called; this process continues until the space is filled.

There are various circumstances that affect wait list times and access to programs:

- Priority is given to families with siblings already in the childcare program
- Ages of children in the younger age group and their readiness to progress to the next age group the parent/guardian may be waiting for

- Ages of children in the current age group and space availability in the next grouping they are due to move into
- Number of children already on the wait list

Once a child is officially offered a space and the space is accepted, the parent/guardian will be required to pay our \$25.00 non-fundable registration fee within 48hours. If families fail to do so their position will be revoked, and the next family will be offered the spot.

By signing below, you acknowledge that you have read and agree to comply with the Southfort Daycare & OSC Waitlist Policy outlined above.

Parent Signature: _____ Date: _____

SOUTHFORT DAYCARE & OSC WAITLIST INTAKE FORM

Date:		Start Date:	
Child's Name:			Full-time/Part-time
Child's Birthday:			Male/Female:

Parent Name:	Parent Name:
Email:	Email:
Address:	Address:
Cell Phone:	Cell Phone:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Employed at:	Employed at:

Number of days per week:	Which days of the week:
Arrival Time:	Departure Time:
Any other information to share:	

