



520 Plains Rd. Toronto, ON M4C 2Z1 Tel: 416-421-2273 Email: plainsroadchildcare@rogers.com

ADMISSIONS AND WAITING LIST POLICY AND PROCEDURE

All applications for our waiting list can be submitted directly from our website plainsroadchildcare.com

Our waiting list is numbered however many different factors can change where your child is on our waiting list, so it is only to provide you with an approximation of where your child is on the list. Things that can affect your placement on our list are your application date as a child moves from one list to another (ie infant to toddler) they may be sorted in front of someone already on that list if their application date is earlier, we also give priority to siblings of children currently enrolled.

The Centre waiting list is managed by the Centres Management team. When a space becomes available for a specific age group, families of eligible children are contacted on a first come first serve basis, out of those requesting a start date within 2 months of the vacant spot.

Our Priorities are as follows:

- children/family/siblings in the program and staff are given priority to available spaces and will be given priority over any other person on the list.
- There are times that children born in specific months need to be prioritized over children born in other months, to facilitate the promotion procedures through the centre.
- Requested start dates differ for families - so someone may be ahead of another person, but they prefer to wait for a space for an older age group.

Once the placement priority is determined then families of eligible children will be contacted in the order that they went on the list. Once contacted a 24 hour window will be given to respond to the offered space. Once the spot has been accepted you will be required to pay a deposit of half of the current monthly fee of the program your child will be entering in order to hold and confirm your commitment. The deposit will not be refunded if the child does not start as scheduled, and will be applied to the notice period as per the deposit and notice period policy of which a contract will be completed at the time that the deposit is accepted by the Centre.

Names placed on the wait list will not be removed unless advised by the parent. However, if a spot has been offered and declined you will be able to remain on the list with the same application date once. The second time that a spot is offered to your child and is declined your application date will be changed to today's date and your application will drop to the bottom of the list.

We do ask that you contact the Centre at any time to advise if alternate arrangements have been made and care at Plains Road Child Care is no longer required.