

Waitlist Policy and Procedure

Date Policy and Procedures Established: November 25, 2019

Date Policy and Procedures Updated/reviewed: annually

Purpose

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a home child care agency that maintains a waiting list to have related policies and procedures.

Policy

- Little Lambs Home Daycare Inc. will strive to accommodate all requests for the registration of a child at the home child care agency.
- Where the maximum capacity of a home child care premises has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.
- No fee will be charged to parents for placing a child on the waiting list.

Additional Policy Statements

- Little Lambs Home Daycare Inc. administrative staff is responsible for the implementation, updating and general duties associated with the child care waitlist.

Procedures

Receiving a Request to Place a Child on the Waiting List

1. The administrative staff will receive parental requests to place children on a waiting list via online waitlist request form available via www.littlelambs hdc.com/parents. Alternatively parents/guardians can complete a physical waitlist form by visiting the agency office.

Placing a child on the Waiting List

2. The administrative staff will place a child on the waiting list in chronological order, based on the date and time that the request was received.
3. Once a child has been placed on the waiting list, the licensee or designate will inform parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

4. When space becomes available in a requested home child care premises, priority will be given to siblings of children currently enrolled with Little Lambs Home Daycare Inc.
5. Once these children have been placed, other children on the waiting list will be prioritized based on availability and the chronology in which the child was placed on the waiting list.

Offering an Available Space

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6. Parents of children on the waiting list will be notified via email that a space has become available in their requested home child care premises. If a response is not received within 24 hours a courtesy phone call will be conducted.
7. Parents will be provided a timeframe of 48 hours in which a response is required before the next child on the waiting list will be offered the space.
8. Where a parent has not responded within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

Responding to Parents who inquire about their Child's Placement on the Waiting List

9. Kristina Schwartz will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.
10. Kristina Schwartz will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the home child care premises.

Maintaining Privacy and Confidentiality

11. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
12. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

Additional Procedures

13. When a family has been removed from Little Lambs Home Daycare Inc. Waitlist due to an inability to contact they may resubmit a new waitlist request form via www.littlelambsdc.com/parents. The new request will be added chronology in which the child was placed on the waiting list.

Glossary

Licensee: The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the home child care agency.

Parent: A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as "parent" in the policy).

Premises: a building, together with its land (for example, the backyard) where the home child care provider primarily resides.

Administrative Staff: Little Lambs Home Daycare Inc. founder/owner is the main administrative staff of the agency. Kristina Schwartz is available to discuss parents concerns or questions Monday-Friday during standard business hours.

Regulatory Requirements: Ontario Regulation 137/15

Waiting Lists

75.1 (2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,

(a) explain how the licensee determines the order in which children on the waiting list are offered admission; and

(b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families.