

# Little Lambs Home Daycare

## Waitlist Policy

Little Lambs Home Daycare is committed to developing and maintaining waitlist policy and practices that are transparent, fair and consistent. These policies are reviewed and followed by home child care providers, volunteers and students, ECE home visitors and administrative staff.

- Families may complete the online waitlist request form available on Little Lambs Home Daycare webpage or by contacting the office directly.
  - [www.littlelambshdc.com](http://www.littlelambshdc.com)
  - 613-827-1441
- **No fee** is charged to have a child added to the wait list
- The waitlist will follow strict policies of confidentiality. The information provided for the “wait list request” will remain within the agency and will be accessed only if a space becomes available.
- Parents/guardians upon request will be informed of the position of their child on the list.
- When a space becomes available, the family at the top of the waitlist will be contacted. Regardless of whether the space is full time or part time.
  - If family was waiting for a part time space and is offered the full time space they will be obligated to fill the full-time space if they should choose to accept. If they choose not to accept the full-time space they will become 2nd on wait list and can choose to wait for a part time space.
  - Parents waiting for a full-time space will be offered a part-time space if it becomes available first. If they choose not to accept the part-time space they will be moved to 2nd on the list to wait for a full-time space.
- Once a placement is offered, a family will be charged the registration fee.
- Families will have 48 to confirm their acceptance of the offered placement. If they do not accept the placement within 48 hours the next family on the waitlist will be contacted.

Special considerations:

- Siblings of children currently enrolled. To be included on the waitlist the family must provide Little Lambs Home Daycare with a waiting list request form.