



Wait List Policy

PURPOSE

Creative Carousel has a total of 46 child care spots available: 15 toddler (18 months – 29 months) which includes up to 3 under aged toddler (12 months – 17 months, fully walking and mobile, on solid foods, and self-feeding, down to one nap per day, and otherwise developmentally ready to join a toddler group); and 31 preschool (2.5 years – 6 years old). This number is regulated by the Ontario Ministry of Education.

It is an expectation that the daycare Administrator and Supervisor be aware of centre vacancies and fill all spaces as quickly as possible. In order to assist with this, wait lists must sometimes be maintained and updated.

POLICY

A waitlist will be formed when the centre reaches full capacity of enrolment. Creative Carousel is committed to developing and maintaining wait list policies and practices that are transparent, fair and consistent.

PROCEDURE

- To gain access to the wait list, families must complete the **Wait List Request Form** or contact the Administrator directly to be placed on the **Wait List Registry**.
- Parents must provide the required information requested on the Wait List Request Form, to be placed on the wait list, and must notify the Administrator if any changes in contact information occur.
- Parents should be mindful and strategic of their expected start month, and may also put the earliest start month they will consider enrolment for. (ie. They are willing to start in March but you really need a space for May.)
- No fee is charged to have a child added to the wait 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.
- Spaces are created when a family or child leaves the centre. There is no specific time for withdrawals other than for children entering grade 1, however the months of July, August and

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September have the most movement. Spaces can be available at any time of the year and at point in the month.

Wait List Registry - Priority

When Creative Carousel receives a Wait List Request Form, the Administrator will add the child to the wait list. The wait list is organized using the following information:

A. Wait List Application date

B. Space Required date

C. Age group

- 1) Under aged Toddler: between 12 and 17 months
- 2) Toddler: between 18 months and 29 months
- 3) Pre-schooler: from 30 months until 6 years (or the first day of grade 1)

D. Priority group

- 1) Internal – families that already belong to the Creative Carousel community
 - a) Children in care who need to move into the next age group
 - b) Children already enrolled (e.g. part-time waiting for full-time)
 - c) Siblings of children already enrolled
 - d) Children of staff of Creative Carousel (to facilitate their ability to work)
- 2) External – new families that want to join Creative Carousel

Notwithstanding the above priority system, applicants requesting full-time care will receive priority within a given group when full-time spaces are being filled.

Immediate Enrollment

If a family calls or visits the centre looking for immediate care, and a space is available and efforts to fill that space from the Wait List Registry have been ongoing for a minimum of two-weeks, the supervisor may offer the space without the family signing up to the wait list.

Returning Parents

Returning parents will not be given priority. Parents choosing to remove their child from the daycare for summer vacations, other summer camps, etc., but who would like them to re-enter the daycare must reapply and be put back on the wait list.

Outstanding Fees

Parents who owe outstanding fees to Creative Carousel will not be able to be added to the waitlist/or they will be taken off the waitlist (if they owe fees more than 2 weeks in arrears). Once the fees have been paid they may reapply (the latest of the dates of payment or the dates of reapplication will be deemed the reapplication date).

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Enquiries Regarding Current Position on Wait List

Due to the high number of wait list applicants Creative Carousel can only give an estimate of any child's placement on the wait list, and when spaces might become available. Parents are able to request an update as to their seniority ranking on the wait list as needed.

Maintaining Privacy and Confidentiality

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.

Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.

When a space becomes available for you

When a space is available, the Administrator will notify parents through the contact details provided on the Wait List Request Form.

Creative Carousel cannot guarantee the number of days or the days of the week that will be offered, but works closely to achieve the desired child care scenario for each family.

Once offered a space, the applicant will have 48 hours to respond to the offer of enrolment by either e-mail or phone confirming their acceptance of the space within two-business-days, and to make arrangements to pay a first 2 week and last 2 week deposit.

Parents who accept the space offered to them shall be liable for all payments from the date it is reserved for their child, regardless of whether or not this is the date on which the child actually begins attending Creative Carousel. We can offer parents a space up to three-months ahead of their requested date.

If Creative Carousel does not hear back from parents within this timeframe, we will contact the next family on the wait list.

If parents are offered a space earlier than their requested start date or one that does not meet their criteria and they decline, they will maintain their spot on the wait list and will be offered a space in the daycare when another opening is available.

Applicants who do not respond to an offer of enrolment or who decline the space but request to remain on the waiting list will be removed from the list after a second offer is declined or not responded to. This means they will need to reapply to the wait list, and will be subject to the wait list priority subject to their new application date.



Wait List Request Form

SENIORITY DATE OF APPLICATION TO WAITLIST: _____

When do you require care for your child? Preferred start date: _____

Earliest start month that you will consider: Month: _____

(Creative Carousel may contact you up to 3 months prior to the preferred start date if a space becomes available and no earliest month is listed)

Are you requesting Full-time Child Care? Yes, I am requesting Full-time Child Care - 5 days/week

No, part time care is needed: (please circle) Mon Tue Wed Thu Fri = # ___ days/week

Child's Name: _____		D.O.B _____		
First Name	Last Name	Year/Month/Day		
<i>Home address:</i>				

#	Street	Apt.#	City	Postal Code

Parent #1 Name: _____ (____) _____ (____) _____
First Name Last Name Business # Home #
(____) _____ @ _____
Cell # E-mail address (please print)

Parent #2 Name: _____ (____) _____ (____) _____
First Name Last Name Business # Home #
(____) _____ @ _____
Cell # E-mail address (please print)

Do you require a subsidized space? Yes No

If yes, could you begin enrolment at regular fee, and convert to subsidy once a subsidized space comes available? Yes No

Signature: _____ **Date:** _____

To book a tour, or to inquire about your status on the wait list, or to inform us of changes to your address or phone number, please contact the Centre directly.