



WAIT LIST POLICY

(as per ONTARIO REGULATION 137/15 made under the CHILD AND EARLY YEARS ACT, 2014)

POLICY:

Harmony Childcare Centre will maintain a current and up-to-date wait list which will be used when filling available spots in the day care. Priority is given to:

- children of staff who work for Harmony Childcare Centre
- siblings of children currently enrolled at Harmony
- according to the chronological date on the wait list *and/or*
- age group / spot / scheduled days requested that closely fit the available opening

PROCEDURE / GUIDELINES:

1. The online Wait List Form must be used to place your child's name on our wait list. This wait list form is not an application and does not guarantee your child's enrollment into a program by the "desired enrollment" date specified on the form.
2. The Wait List Form is managed / monitored by the Director and Assistant.
3. Wait List Forms are kept in chronological order of when they are submitted / received by the day care (not the date that you filled in the form).
4. Since there are other factors that may affect the availability of a spot (when children on the wait list have siblings already enrolled, when children already enrolled move into the next age group room or changes are made within the program) it is difficult to give an exact number or position on the wait list.
5. Parents / Guardians will only be contacted by the centre when a space becomes available. The centre must be notified within two (2) business days of their intention to either accept or decline the space. If we do not hear back, we will move on to the next family / child on the list.

If a spot is declined, you maintain your original date of submission of the Wait List Form, but you will have to wait for the next available spot. Please keep in mind that we call as many families / children as we have spots available, so the next available spot may take a while.

If the spot is accepted, you will be directed to download the Registration Package and pay a \$75.00 non-refundable registration fee which is due as soon as you confirm that you're taking the spot.

6. If you need to add another child to your Wait List Form or change any of the information listed on the form, you must contact Harmony Childcare Centre by email or telephone to make those changes.
7. Harmony Childcare Centre will keep the Wait List Form on file until the Parent / Guardian either gets a spot, informs us to remove their child's name from the wait list or the child out-grows our age-group offerings. If your child is on our Wait List but you no longer need care, please call us to let us know.

WAIT LIST QUESTIONS / ANSWERS:

1. How long is the wait once I send in the form?
 - It's difficult to determine how long your wait will be. On average it's close to a year, if not longer. Getting a Pre-School spot is much easier than getting a JK/SK or School-Age spot because children currently enrolled naturally move into those age groups once September comes along and not many spots are available after this transition. You are welcome to call or email Harmony at any time to find out if there's been any movement on the Wait List and you are any closer to getting a spot.

2. Why did a family / child that applied after us, get a spot before us?
 - Sometimes a family / child who is lower on the list may be offered a spot before a family / child that is higher on the list. Priority, as mentioned in our Policy Statement, is given to siblings of currently enrolled children and families who requested a schedule that meets our available opening. For example, a full time opening will be offered to the first family / child on the Wait List that has requested a full time spot.
3. Will a part-time spot be available sooner than a full time spot?
 - Part time openings are rare because most children are enrolled on a full time basis. If a part time spot becomes available, you may not have your choice of days – you'll have to settle for the days that are available based on our daily numbers.
4. Can I get a tour of the centre?
 - We would be happy to give you a tour of our centre. However, in order to provide a safe and secure environment for the children in our care and to avoid upsetting the daily routine, we prefer you make an appointment instead of dropping in. There are also certain times of the day that all staff are needed in the classroom and we wouldn't have an available staff to provide a tour and give you enough time to ask questions.
5. What's the quickest way to get a spot?
 - The best thing to do is start looking for care as soon as you have your child and know that you will need care. Due to licensing ratios spots are hard to come by quickly and wait lists are long. Don't wait until you need care before you put your name on a wait list.
 - Keep in mind that full time spots are usually filled quicker than part time spots. If you only need part time though, obviously you'll just have to wait for availability.

After you have read our Wait List Policy, if you are still interested in placing your child's name on our Wait List, you may complete the online Wait List Form and send it in by email or fax.

Email: harmonycc@on.aibn.com

Fax: 416-656-0448

For lists of child care centres in your area, you can visit www.toronto.ca/childcare