



WAITLIST REGISTRATION



Child's Name: _____
Date of Birth: _____
Address: _____
Postal Code: _____



Parent/Guardian Name: _____
Relationship to Child: _____
Home Phone: _____ Work: _____ Cell: _____
Email Address: _____



Does your child require a Special Program? YES NO

**If yes please be specific (Special Diet, Allergies, Asthma, Special Needs etc.)*



Notes: _____



Received by: _____ Date Received: _____



WAITLIST POLICY

Waitlist registration form is requested

Step 1: A waitlist registration form is provided to the parent/guardian via email. If a physical copy is requested, one can be provided either through pick up at the door or through mail.

Step 2: Once complete, the application is signed and dated by the receiving staff and a copy is provided to the parent/guardian either via email or a physical copy provided, if requested.

Step 3: The child's information is added to the bottom of the current wait list with the parent/guardian's contact information. The physical waitlist registration form is filed in the filing cabinet in the administration office.

The procedure for enrolment should your child be eligible is based on several variables.

Please note the following specifications:

- Each homeroom is licensed for a specific age range, only children within that licensed age range may be enrolled into the homeroom
- When a child is withdrawn from the center, the ages of the children currently enrolled is reviewed and transitioning into the next age range homeroom occurs, if applicable.
- Once the internal transitioning process is complete, the waitlist is consulted.
- Please note that the space available may not be the same as the age range of the withdrawing child.
- Priority enrolment is also given to children of staff and board members.

Waitlist Acceptance Procedure

Step 1: The first child on the list within the available age range is contacted via phone and/or email. The parent/guardian is given 24 hours to accept or decline the space.

Step 2: If the space is accepted, a registration package is given to the parent/guardian and the child is officially enrolled into the child care service. If the space is declined, the next child within the available age range is contacted. This continues until the empty space is filled.

- If a parent/guardian declines the spot, the child's information is moved to the bottom of the waitlist.
- If a parent/guardian's contact information is not viable or accurate, the next eligible child on the list is contacted. It is the parent/guardian's responsibility to ensure the information provided is up to date.