

# **BRITANNIA OUT OF SCHOOL CARE**

## **Waitlist/Enrollment Procedures**

All families are placed on our waitlist based on the date that they contact the program. However, we may not allocate a place for a child based on that date. We recognize that maintaining a waitlist is not a straightforward endeavour and that a first-come/first-served approach may not be viable. For instance, a Child Care Centre may have to prioritize siblings to help ensure that siblings can be cared for in one location and to support the continued workforce participation of parent/guardians. Centres also take into account if families live in the neighbourhood and the current children enrolled in the program. In addition, the age of a child may trump the date a child is added to the waitlist, as the open space at a centre may require a child of a specific age to meet licensing staff/child ratios.

## **Waitlist Guidelines:**

- ✓ Priority placement to our returning families.
- ✓ Priority placement is given to children attending Britannia or Queen Victoria Annex Elementary schools (children attending other schools may be added to the waitlist. Drop off service must be organized by the family)
- ✓ Children who attend the Britannia Preschool School are given priority if their child will be attending Britannia or Queen Victoria Annex elementary school.
- ✓ Families are responsible to update/notify centre of changes to their contact information and child care needs. Information provided that is outdated will result in families being deleted or bypassed on the waitlist.
- ✓ Once contacted for a space families will be provided a timeline in which to get back to the centre for the offered space. If the family does not respond by the deadline date, the family will be bypass or deleted from the waitlist.
- ✓ Parent/Guardian who identifies their child as having supported needs will be referred to Supported Child Development program to be added on their waitlist.