



## WAIT LIST POLICY

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### **Intent**

To ensure that families gain access to our childcare programs in the shortest time possible, the wait list is prioritized in a fair and consistent manner.

### **Procedures and Guideline**

All families must register each child on the Child Care Registry through the City of Greater Sudbury (CGS) centralized wait list, for which there is no cost.

For further information families can call CGS at 3-1-1 or visit:

<https://www.greatersudbury.ca/live/child-care-and-early-learning/child-care-registry/>.

### **Wait List Priorities**

Prior to accepting children from the wait list, Site Supervisors must confirm that the **child's birthdate is in alignment** with the spaces available to ensure a continuum of service as they navigate through the age groups. Admission will be determined based on a variety of factors including, but not limited to, **full-time status, site needs, licencing capacity, and current enrolment / space availability**.

Magic Triangle will generally follow the **Order of Priority** listed below when registering new children:

*\*Admission to our childcare programs is **prioritized** on **full-time/full-day** care schedules for both full-fee (non-subsidized) and subsidized families.*

1. Children of Magic Triangle employees and members of its Board of Directors
2. Siblings of currently registered children
3. Children of faculty members in the center's school
4. Children who attend the school of the Magic Triangle site
5. Children waiting for a transfer from another Magic Triangle site
6. Previous families in good standing, including post-secondary school students who request a break-in-service during the summer months (please note that families who withdraw care during the summer months must re-register their child on the CGS Child Care Registry and are not guaranteed their space in September)
7. "As per schedule" (APS) or part-time/on-call care, based on availability, only once all full-time families from the site's wait list are placed

*\* Magic Triangle reserves the right to accept children outside the order of the priority list based on the individual needs of the site, and/or with Director approval and/or City of Greater Sudbury special accommodation requests.*

**Wait List Management**

- Site Supervisors will maintain a birthday list, along with graduating dates, of currently enrolled children in order to best prepare to fill each space across programs in a timely manner.
- Prior to accepting children from the wait list, Site Supervisors will verify that the child's birthdate is in alignment with the spaces available to ensure a continuum of service as they navigate through the age groups.
- Site Supervisors must check the wait list daily.
- Site Supervisors are to contact families when a space becomes available, at least one month prior to their required start date in order to foster a sense of belonging (ex: site tours, room visits, etc...).
- All contact and communications with families must be documented in the childcare registry to keep track of details and for future reference, if required.
- Should a family not return the Site Supervisor's call, a second courtesy call is to be made within 24 hours.
- A family is to be removed from the site's wait list after 5 business days without contact.
- Should a family decline a space that is currently available, they are given the option to remain on the list or be removed.
- Full-time full-day spaces will have priority over all other schedules (APS, part-time, on-call, etc.)

**Maintaining Privacy and Confidentiality**

- The wait list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list; therefore, only the child's position on the wait list will be provided to parents.
- Names of other children or families and/or their placement on the wait list will not be shared with other individuals.

**Registration**

Upon registration within any of the Magic Triangle Early Learning and Childcare centre programs, appropriate mandatory registration and information forms must be completed for each individual child. Incomplete or missing documentation may delay the child's start date.

If full-time spaces are in high demand, **APS or part-time families** will be given proper notice and/or will be given the **first right of refusal to convert their current care option to a full-time space.**

*Magic Triangle reserves the right to modify, suspend or eliminate the "Wait List" Policy at any time, with or without notice. Any changes made to this policy will be communicated.*

Original Approval date: January 1, 2017	Revision date: November 16, 2022	Inception date: January 1, 2017	Reviewed, approved and authorized by: Julie Marsh, Executive Director
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