

3.2 Enrolment Procedure and Wait list policy

PURPOSE

Growing Together Family Resource Centre (GTFRC) is aware of the shortage of child care spaces in the community it serves and of the frequent long wait periods to gain access to service. GTFRC aims to develop a waitlist policy and practices that are transparent, fair and consistent.

POLICY

GTFRC develops and maintains individual waitlist for its five sites. Families sign up through the community child care registry/wait list www.Chatham-KentChildCare.ca

WAITLIST PRIORITIES

All families must register their children on the community child care wait list to be eligible for a child care space with Growing Together. Priority will be given to the following children in this order:

1. Children of current GTFRC employees
2. Siblings of currently enrolled children
3. Children enrolled in a GTFRC program, wanting to transfer to another GTFRC location
4. Child moving from a part time to full time status
5. Child moving from a full time to a part time status (March 2022)

NOTE: Waitlist priorities render the waitlist dynamic, which means that a first place on the waitlist may be pushed down by a new waitlist family with a higher priority.

WAITLIST MANAGEMENT

To ensure that families gain access to GTFRC's programs in the shortest time possible, the following practices are put in place:

1. The date of registration on the waitlist will reflect the order of priority on the wait list with the exceptions listed above.
2. A family who refuses a space due to not needing care at the time offered or fails to return a phone call/email within one week, will be skipped over on the waitlist. They will be offered the next available space.
3. It is the parent's responsibility to update their wait list profile with regards to their contact information.

When a space becomes available, the family at the top of the waitlist will be contacted and a date for registration and enrolment will be negotiated.

(August 2016)

Each program will maintain the following number of full-time spaces before offering part time options to families:

- Infant -8 Full time spaces
- Toddler -10 Full Time spaces

Growing Together Policy & Procedure – Section 3 – Operational Program Policies - 3.2 Enrolment Procedures and Wait List Policy

- Preschool -16 Full Time spaces
- FDK -13 Full Time spaces
- School Age -All spaces are Part time spaces - Parents can commit to before and/or after according to availability at time of enrollment. (May 2024)

All children eligible for CWELCC funding which includes Infant, Toddler, Preschool and FDK, will need to commit to one of the following Enrollment Options:

- Full Time – 5 days a week
- Part Time – 3 days a week (Any 3 days you choose, can be different each week.)
- WISH – Not guaranteed space, minimum requirement of once every month. (Jan 2025)

The minimum requirement for School Age children not eligible for CWELCC funding will be as follows:

- When before and after school programs are offered, the minimum requirement is 3 one-hour sessions a week.
- When full day programs are offered such as March Break and Summer, the minimum requirement is 2 full days a week.

School Age children will also be eligible to choose a WISH Enrollment Option. With this choice space is not guaranteed and there is a minimum requirement to schedule in 1 one-hour session a month. (Jan 2025)

In the event a parent accepts a Full time or Part Time space and wants to move into an alternate status, they will be offered the next available space as indicated in the waitlist priorities section. (March 2022)

In the event Part Time families want to schedule in extra days, they will be offered space through the Growing Together WISH program. They will be added to the bottom of the WISH list and given space if available.

Parents are able to request an Emergency/Medical Leave of Absence from Growing Together in the event their child requires an extended leave due to an emergency situation or medical concern. If approval is given for a child to go on an Emergency/Medical Leave of Absence, they will not be required to attend or pay reserve fees to maintain their child care space for a predetermined amount of time. These requests will be considered on a case by case basis and final approval, including details regarding timelines, will be made by the Director.

School Age and/or children not eligible for CWELCC will have flexible options for the Summer months which include:

- Remain with current enrollment option requiring 2 full days a week
- Take entire Summer off
- Move to WISH for the Summer

Growing Together Policy & Procedure – Section 3 – Operational Program Policies - 3.2 Enrolment Procedures and Wait List Policy

1. Parent inquiry can be made by telephone or email to the Supervisor regarding the status of their position on the wait list. (Sept. 20/17)
2. During initial contact staff should inquire if the child has or is currently using the services of any agency.
3. An appointment for the child's orientation is set which includes: meeting the child's teacher and a tour of the centre highlighting his / her room, cubby, and playground. Observations will be conducted during the classroom visit to determine if additional supports are required. Start dates may be extended to ensure supports are in place to foster the child's success in the program.
4. An appointment for the parent orientation is made. This will include a review of the information in detail.
5. Enrolment of the child. This requires that all registration forms be completed and returned by the parent. (January 2016) (Oct. 2016) (June 2017)

General Enrolment Information:

- All families are eligible for 5 vacation days and 5 sick days for a total of 10 days per calendar year (Jan.-Dec.) These days are interchangeable. Families who begin in July or later, are entitled to 3 vacation days and 2 sick days for a total of 5 days for the current year. These days are interchangeable. To use a vacation day or receive a sick credit, parents must communicate their request to their childcare centre Supervisor or Assistant Supervisor. (Jan 2025)
- Parents will inform staff and/or the Supervisor if they wish to take their children out of the Centre during the day.
- Parents will notify the staff and/or Supervisor when an alternate person will be picking up a child. Identification must be presented prior to removing child from the Centre.
- Parents visiting their child at the Centre must be negotiated with teacher and/or Supervisor.
- G.T.F.R.C. will not be liable for injury to children booked into the childcare during regular working hours, but in company of parents away from childcare premises.
- Parents provide: Change of clothing (all labeled with child's name), outdoor clothing, diapers, formula and bottles if needed, blanket for rest, replacement food due to allergies or dietary restrictions, medicine if required, non-slip footwear.
- A daily record which contains particular information regarding the child's day and activities is given to parents of infants and toddlers.
- Transition from one area to another will be determined by age, and developmental growth upon consultation with the parent. This consultation will occur in advance of the transition period with parent, teacher and Supervisor.
- G.T.F.R.C. is not responsible for the loss of personal belongings or injuries while the child is in-attendance at the Centre.

(October 2008)

Enrolment Status and Waiting list

Growing Together Policy & Procedure – Section 3 – Operational Program Policies - 3.2 Enrolment Procedures and Wait List Policy

A waiting list for all spaces will be maintained for all full programs. Priority will be given to the first inquiry. Families who remain on the waiting list will be contacted and updated on the status of their position. The supervisor will inquire to determine their need for childcare spaces.