**Red Apple Day Care**

**Waiting List Policy**

**Intent:** This policy describes the waitlist and enrollment practices of Red Apple Daycare and efforts to accommodate all children in the event of over-enrolment.

Red Apple Day Care is a purpose built child care centre offering child care for children 3 months – 12 years of age. Red Apple Day Care, as a partner of the Toronto District School Board (TDSB) and the Toronto Catholic District School Board (TCDSB) is **mandated to give placement priority to TDSB and TCDSB children/families and children/families that reside in the school’s designated catchment area.**

Names are added to the waitlist in chronological order upon receipt of a completed application form completed online, over the phone or in person. One waitlist is maintained for all programs at each site, families are able to request being put on the wait list for both sites.

For children who are attending the before and after school program the following is the procedure for placement. In early January of each year, child care supervisors must provide a current list of the names and addresses of all children enrolled in the centre who will be attending the partner school. Parental approval to share information must first be obtained through the TDSB Information-Sharing Consent form, which is part of the Red Apple Day Care child care registration package. This enrolment list serves as verification that children living outside the school’s catchment area are registered at Red Apple Day Care school-based child care program. Depending upon the enrolment demands, the school may not be able to offer a space to a child residing outside of the designated catchment area.

We maintain a sibling priority for any child who has a sibling already enrolled in our program. These children are put to the top of our waiting list in their age group and then highlighted as a sibling. However, as noted above, children outside the Red Apple Day Care catchment area as pre-school are not guaranteed a placement at the school when they reach kindergarten age. For those families that do not register their child at Red Apple Day Care or another school’s kindergarten program, the option to receive full day kindergarten care at Red Apple Day Care will be available (at full fee, no fee subsidy available) until the child transitions to the school age program.

Our waiting list is updated every month. If a space becomes available at Red Apple Day Care, families are contacted based on their place on the applicable waiting list. Three attempts will be made to contact a family before we automatically remove them from our waiting list. Families have the option of declining a space at the time we call and are able to retain their position on the waiting list for the next available spot. The parents position will be shared in a manner which protects the privacy of others on the list. Parents are asked if they would like to stay on the wait list or be removed. We then move to the next person on the list and offer the current spot.

In the event of over-enrolment (a child needs to move up to the next age group but there is no space available) the over age child will be asked to transfer to a sister site or withdraw. Every effort will be made to accommodate at a sister site, or alternate childcare resources will be provided in the area upon request from the family. In the event that a child is withdrawn due to over-enrolment, the centre will provide two months notice. (Please see continuity of care policy for more information)

Thank you for your interest in our child care program we hope to work with you and your family in the future.