

## WAITLIST

### POLICY

Cook's School Day Care Inc is committed to developing and maintaining waitlist policy and practices that are transparent, fair and consistent.

### PROCEDURE

#### ADMINISTRATION

- To gain access to the waitlist, families may complete the online **Waiting List Request Form** available on the Cook's School Day Care Inc website or contact the programs directly to be placed on the home-based and/or centre-based program **Wait List Registry**.
- No fee is charged to have a child added to the waitlist.
- When a space becomes available, the family at the top of the waitlist will be contacted, regardless of whether the space is full-time or part-time.
- Once a placement is offered, a family will be charged the registration fee.
- A reservation fee to hold a space is charged if the family is not in a position to accept the position at that time and wishes to secure the space for the near future (no longer than two months). Refer to the **Reserving a Child Care Space** policy.

#### CONFIDENTIALITY

The personal information of families is safeguarded at all times. All information not applicable to the person or family wishing to ascertain the position of their child on the waitlist will be blocked/blacked out before the requested information is provided. For example, the waitlist sheet containing the position in question may be photocopied with all personal information of other families on the list blacked out.

#### SPECIAL CONSIDERATIONS

Priority will be granted to:

- Siblings of children currently enrolled. To be included on the waitlist the family must provide the administration with a **Waiting List Request Form**.
- Families waiting for a transfer to another Cook's School Day Care Inc program.
- Children of current Cook's School Day Care Inc employees. To be included on the waitlist, the employee must provide the administration with a **Waiting List Request Form**.

### MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, employees and best serve our customers.