

Blossoms ECE Centre

Waitlist Policy

Purpose

The purpose of this policy is to govern and set out rules that are transparent for Blossoms ECE Centre Waitlist is to be used. This policy outlines appropriate standards, guidelines, and procedures for appropriate use, and other issues.

Scope

This policy governs all Blossoms ECE Centre employees who would be administrating the waitlist.

Policy and Appropriate Procedure for Waitlist

Each Centre will keep a waitlist for parent/guardian who is looking for childcare. This is broken down in to several steps to insure proper order.

1. Parent/Guardian will come in for a tour of the Centre and meet with the Educators and Supervisor. If the Parent/Guardian decides they would like to Choose Blossoms as their Childcare Provider, They would fill out all appropriate forms (including immunization dates and health card)
2. The file will be kept in a locked file cabinet or in the Administration office and kept in order of which they are received (Date on the registration form) Exception: a sibling or staff members child of a child already attending Blossoms may move to the front of the waitlist.
3. When a space becomes available Blossoms ECE Centre Supervisor will attempt to Contact each Parent/Guardian starting with oldest file(first Parent/Guardian to register).
4. A Parent/Guardian may accept the childcare spot but will be required at that time to provide payment for first two weeks of care, conformation of City subsidy or an alternative arrangement be made.
5. If Parent/Guardian declines Blossoms will ask if you would like your file shredded or put to the back of the waitlist till a different spot becomes available in the future.
6. Blossoms ECE Centre will not accept payment to jump ahead in the waitlist.
7. Blossoms will keep a total of 50 children in our Q at a time as one is placed or shredded we will then call the next parent on the One List to set up registration as described in steps 1-6
8. Due to priority, age groups etc. We will **not** provide a number in the Q **We estimate that we can place roughly 50 children per Calander year.**

A copy of this policy is to be added to the Parent Handbook and reviewed by all staff members annually. Last updated Feb 28th 2024