



Policy Name: **WAITING LIST**

Type: Programming Date Revised: _____

Date Issued: February 3, 2010 Supercedes: _____

1. POLICY: Waiting List

- 1.1. Owl Child Care Services of Ontario (hereafter referred to as 'Owl') aims to implement established waiting list procedures and to grant spaces in a fair and equitable manner.
- 1.2. Owl has established the following priority system for offering available spaces to those on the waiting list:

A.	• Children of Owl employees (to facilitate their ability to work)
B.	• Children in care who need to move into the next age group
C.	In no specific order: <ul style="list-style-type: none"> • Children in care who need to increase their days of care • Siblings of children already enrolled • Children of Owl board members
D.	• Children wishing to transfer from one Owl centre to another
E.	• All other applicants

- 1.3. Notwithstanding the above priority system, applicants requesting full-time care will receive priority within a given group when a full-time space is being filled.
- 1.4. It is the applicant's responsibility to notify the centre of any changes in contact information.
- 1.5. When a space becomes available, applicable applicants will be contacted by phone. If a voicemail is left, the applicant will be contacted by e-mail if an e-mail address is on file. The applicant will have 48 hours to respond to the offer of enrolment.
- 1.6. Applicants who do not respond to an offer of enrolment or who decline the space but request to remain on the waiting list, will be removed from the list after a 2nd offer is declined or not responded to.
 - 1.6.1. If an applicant is removed from the waiting list, a new Waiting List Request form must be submitted and will be prioritized based on the system above and the date of the new form submission.
- 1.7. Applicants who wish to be placed on Owl's waiting list must pay a non-refundable waiting list fee per family. Current Owl members may add subsequent children to the waiting list without incurring another waiting list fee.



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2. RELATED DOCUMENTS:

2.1. Waiting List procedures

_____	_____
Executive Director	Date
_____	_____
President, Board of Directors	Date