



# Park Lawn Preschool Inc.

*Park Lawn Preschool \* Humber Bay Child Care Centre \* PLP Early Learning Centre at St. Mark*

## **PLP 116 Waiting List Policy**

Park Lawn Preschool Inc. has developed this Waiting List Policy to ensure our practices are transparent, fair and consistent when managing our centres' waiting lists.

Each of our child care centres maintains a waiting list for each age group in their specific centre. Parents are welcome to put their child's name on all 3 centre's waiting lists, if desired. There is no fee charged to be on a waiting list.

A child is placed on the waiting list based on the date and time the request is confirmed in writing, as well as, the date care is needed. Requests are accepted through the *Waiting List* tab on the PLP website, by phone or in person. The PLP Waiting List form must be completed by the parent or the Supervisor and put on file in the Waiting List binder.

When a space becomes available, the family at the top of the waiting list for that age group will be contacted by the Supervisor or designate.

Order of priority in which children on the waiting list are offered placement:

1. Children currently enrolled in the centre and require space in the next age group.
2. Siblings of current children enrolled in the centre.
3. Children waiting for a transfer from one of our other centres.
4. Children of current PLP Inc. employees or Board members.
5. Children of returning families.
6. All other children on the waiting list based on the age group and the date placed on the list.

Exceptions - Special consideration may be offered to:

- Families on the waiting list who are at risk of losing their newly granted fee subsidy if they do not secure a space within a time frame set by Toronto Children's Services.
- Children referred to us by support organizations, such as, George Hull or Children's Aid.

Refusal of an offer of a space (placement):

- A family who refuses a space the 1<sup>st</sup> time it is offered or who fails to return a first call/email within the period of time specified in the message, will retain their priority on the waiting list.
- A family who refuses a space when it is offered a 2<sup>nd</sup> time or who fails to return the second call/email within the period of time specified in the message, will be moved to the bottom of the waiting list.
- A family who refuses a space when it is offered a 3<sup>rd</sup> time or who fails to return the third call/email within the period of time specified in the message, will be removed from the waiting list.

It is the family's responsibility to ensure that their contact information and requested start date on the waiting list(s) are kept up to date by contacting the centre as soon as changes are needed.

Prospective parents are welcome to call the child care office for an update of their child's status on the waiting list at any time. In order to maintain the privacy of the registrants, access to Park Lawn Preschool Inc.'s centre waiting lists are limited to administrators.