Registration/Waiting Lists

APPROVED BY: Director, Children's Services
DATE: December 27, 2016
EFFECTIVE DATE: January 1, 2017
LATEST REVISION: February 25, 2021

Authority:

Child Care and Early Years Act, 2014
College of Early Childhood Educators Code of Ethics and Standards of Practice For early childhood educators in Ontario, July 2017
Early Childhood Educators Act, 2007.
Children's Services, Niagara Region.

Definitions:

Niagara Child Care Registry: Database system where families will register for child care at their choice of child care programs.
CCEYA: *Child Care and Early Years Act, 2014.*
CECE: College of Early Childhood Educators.

Intent:

No child care centre shall charge or collect a fee or deposit for the placement of a child on a waiting list for admission in a child care centre or home child care agency.

CECE Expectations: Registered Early Childhood Educators must also follow the expectations set out in the Code of Ethics and Standards of Practice, July 2017.
Specifically the following:

- Responsibilities to Families
- Responsibilities to Colleagues and to the Profession
- Standard IV: Professionalism and Leadership

Staff Responsibilities: Supervisor, Lead RECEs, Acting Lead RECEs and Direct Operations Manager will review, understand and agree to comply with this policy.

Policy:

Children Services, Directly Operated Child Care Centres, will not charge parents a fee or deposit for

the placement of their child on a waiting list for an unsecured spot in a regionally operated child care centre. This policy will be reviewed with staff, volunteers and students, implemented and monitored for compliance and contraventions in accordance with subsection 6.1 of the CCEYA (See Child Care Licensing Manual Subsection 1.2).

Procedure:

Families that would like to register for child care at Children's Services Directly Operated programs will:

- Submit an online application to the Niagara Child Care Registry
- Need to provide information about their family on the application form.
- Place their child on as many lists (child care programs) as they wish.
- Not be a charge and a fee to be placed on the registry/waitlist.
- For assistance with the website, contact OneHSN Support at 1-888-722-1540 or support at Support@OneHSN.com.
- The Supervisor or designate will contact the family when a child care space becomes available at a Regional child care centre that the parent has selected.
- Families will be offered admission from the registry/waitlist based on space available of the required age group and date of request. Consideration for child care placement is given first to existing families who are requesting to place a sibling, families that are transferring from within the Regional Child Care Centre and then new families from Niagara Child Care Registry.
- Employees of the Regional Child Care Centres may be offered admission from the registry/waitlist based on space available of the required age group.
- Information will only be accessed by the centre supervisor or designate and is password protected to ensure that the child's information remains confidential. Families may contact the Regional child care centre directly to inquire about their position on the waitlist for admission. The waitlist policy will be included in the parent handbook and the complete policy will be provided to a family if specifically requested.