Waiting List

APPROVED BY: Director, Children's Services
DATE: December 27, 2016
EFFECTIVE DATE: December 27, 2016
LATEST REVISION: March 17, 2022

Authority:

Child Care and Early Years Act, 2014.
College of Early Childhood Educators Code of Ethics and Standards of Practice Recognizing our Profession February 2011, *Early Childhood Educators Act, 2007,*
Children's Services, Niagara Region.

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.

Definitions:

Niagara Child Care Registry: Database system where families will be waitlisted for child care at their choice of child care programs.

Policy:

Children Services, Directly Operated Home Child Care Program, 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 or home child care program. This policy will be reviewed with Home Child Care Program Staff, volunteers and students, Home Child Care Providers, persons who are ordinarily residents of the premises or regularly at the premises, implemented and monitored for compliance and contraventions in accordance with subsection 6.1 *Child Care and Early Years Act, 2014* (see Home Child Care Licensing Manual Subsections 1.2 and 10.6).

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 Home Child Care Advisor will contact the family when a child care space becomes available within the home child care program 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 Programs and then new families from Niagara Child Care Registry.
- Employees of the Regional Child Care Programs may be offered admission from the registry/waitlist based on space available of the required age group.
- Information will only be accessed by the Supervisor or Home Child Care Advisor and is password protected to ensure that the child's information remains confidential. Families may contact the Home Child Care Program 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.