

Policy Name: **WAITING LIST**

Policy Type: Programming
Date Revised: December 20, 2016
Supersedes: February 3, 2010
Originally Issued: February 3, 2010

1. POLICY: Waiting List

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

A.	<ul style="list-style-type: none"> • Children of RisingOaks employees (to facilitate their ability to work)
B.	<ul style="list-style-type: none"> • 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 RisingOaks board members
D.	<ul style="list-style-type: none"> • Children wishing to transfer from one RisingOaks centre to another
E.	<ul style="list-style-type: none"> • 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. RisingOaks is committed to using the OneList central registry and waitlist provided by the Region and encourages all who require care to register with OneList.
 - 1.4.1. If a family calls or visits the centre looking for immediate care, a space is available and efforts to fill that space from OneList have been ongoing for a minimum of two-weeks, the supervisor may offer the space without the family signing up to OneList.
- 1.5. It is the applicant's responsibility to keep their OneList account up to date.
- 1.6. Once offered a space, the applicant will have 48 hours to respond to the offer of enrolment.
- 1.7. 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.
 - 1.7.1. If an applicant is removed from the waiting list, their application can be reactivated in OneList upon request. In doing so, the supervisor will back date the application to the original application date.
- 1.8. Applicants may request a status update on their waiting list application. The centre supervisor will consult OneList and provide a status update to an applicant upon request noting the following:

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- 1.8.1. Their current position on the waiting list, and
- 1.8.2. How that position is affected by RisingOaks' priorities for placement

2. RELATED DOCUMENTS:

- 2.1. Waiting List procedures

3. APPROVALS:

Chief Executive Officer - CEO

Date

Director of Operations

Date