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ADMISSIONS AND WAIT LIST POLICY AND PROCEDURE

Requests to be added to the Centre's wait list can be made and accepted on a first come first serve basis according to birth year. The Centre wait list is managed by the Centre Director in order to ensure the privacy of all children/families on the wait list is protected. When a space comes available for a specific age group, then families of eligible children are called on a first come first serve basis, which is the order of the date that they went on the list and to those requesting a start date within 2 months of the vacant spot. The wait lists are not numbered for the fact that many factors may affect the placement of a child on the list such as:

- Other priorities - children/family/siblings in the program and staff are given priority to available spaces and will be given priority over any other person on the list;
- There are times that children born in specific months need to be prioritized over children born in other months, in order to facilitate the promotion procedures through the centre.
- Requested start dates differ for families - so someone may be ahead of another person but they prefer to wait for a space for an older age group.

Families may contact the Centre Director at any time to determine the current spot on the wait list.

Once the placement priority is determined then families of eligible children will be called in order that they went on the list. Once contacted a 24 hour window will be given to respond to the offered space, and then in order to secure the spot a deposit (two weeks full fee for the age group the space is being offered for) will be required within the next 24 hours. The deposit will not be refunded if the child does not start as scheduled, and will be applied to the notice period as per the deposit and notice period policy of which a contract will be completed at the time that the deposit is accepted by the Centre (see page 8 of the registration package for more details regarding the deposit procedures).

Names placed on the wait list will not be removed unless advised by the parent, until the September that the child is eligible for kindergarten. In September, each year all kindergarten aged children will be removed from the wait list UNLESS a specific request has been made in writing, via email to leave the child on the list for "Before and After School programs" for kindergarten and/or school age children. We do ask that all families contact the Centre at any time to advise if they have made other arrangements and care at Plains Rd is no longer a preference for them, in order to assist us in keeping our list up to date.