

Courtleigh Place Child Care Centre Waiting List Policy

The purpose of the Waiting List Policy is to ensure a fair process is followed and communicated to all involved.

Policy

Courtleigh Place Child Care requires that every family interested in registering their child visit the Centre in order to make an informed decision. Interested families can come to see the Centre without an appointment; we welcome everyone to drop by anytime between 9am -5pm. There is no fee to place your child/ren on the waitlist.

When a space becomes available, the Supervisor will offer the space to the first child on the list below (in order of priority) and then proceed down the list until all available spaces are filled:

- 1) Needs of the Centre, taking age and Centre's vacancy into account
- 2) Children of Courtleigh Place staff
- 3) Children who currently have a sibling enrolled
- 4) Children returning to care after temporarily being withdrawn
- 5) Children that have been on Courtleigh Place waitlist or child/ren at the top of the subsidy waitlist or children transferring from another Centre

When a space becomes available, parents will be notified through the contact details that they have provided at the time of their Centre visit. Parents must respond by email or phone confirming acceptance of the space within two business days. If Courtleigh Place does not receive a response within this timeframe, the next family on the list will be offered the spot.

If a family is offered a space earlier than their requested start date, or it does not meet their criteria and they decline, they will maintain their spot on the waiting list and will be offered a space when another opening is available.

Any family that withdraws their child/ren from care for a period of time (e.g., withdraws for the summer months or extended vacation), will be subject to waiting list priority criteria upon their return.

Waiting Times

Due to unpredictable variables, it is not possible for Courtleigh Place to approximate an entry date at the time of joining the waiting list.

Courtleigh Place encourages families on the waitlist to contact the Centre Supervisor prior to the requested start date in order to confirm that they are still interested in the Centre as a placement for their child/ren.

Courtleigh Place understands that plans and situations may change for families. If a family needs to adjust their original requested start date, they are requested to inform the Centre immediately.