

 DISTRICT OF RAINY RIVER SERVICES BOARD	SECTION: Children's Services
	POLICY TITLE: Childcare Atelier Waiting List Policy and Procedure
ORIGINAL DATE: October 1, 2019	POLICY AREA: Directly Operated Childcare
REVISION DATE: September 16, 2024	POLICY NO: CS-5.15
NEXT REVIEW DATE: October 1 2025	APPROVED BY: C. Gilles

Purpose:

This policy explains how the District of Rainy River Services Board manages Childcare Atelier waiting lists. This policy meets the requirements of Ontario Regulation 137/15, which mandates that Centres with waiting lists have clear policies and procedures.

Policy:

When space is not immediately available at an Atelier, a waiting list will be used.

No fees will be charged to be on the waiting list.

A child's position on the waiting list will only be shared with the parent/guardian that requested the child be placed on the list.

Definitions:

Full-time care: 5 consecutive days per week.

Part-time care: 4 or fewer consistent days per week.

Drop-in care: Irregular, occasional care.

Procedures:

1. Placing a child on the waiting list:

- a) Parents/guardians can submit a Child Care Wait List Application, available at our Ateliers or online at www.rrdssab.ca
- b) Children are added to the waiting list based on the date and time their application is received.
- c) Once a child is on the waiting list, parents/guardians can contact the Childcare Atelier Supervisor anytime to ask about their child's position on the list.

2. Filling available space:

When a space becomes available, children on the waiting list are prioritized as follows:

- a) Children already enrolled in our program who need to move to the next age group.
- b) Children of DRRSB Childcare Atelier employees needing full-time care.
- c) Children of Rainy River District Paramedic Services employees needing fulltime care.
- d) Children of Physicians working in the Rainy River District.
- e) Siblings of currently enrolled children who require full-time care.
- f) Families requiring full-time care.
- g) Children of families receiving Ontario Works or ODSP.
- h) Remaining children based on the date they were placed on the list and available space.

If space remains available after priority placements, children on the waiting list will be considered as follows:

- a. Part-time care: Families seeking part-time spots will be considered. Note: ongoing part-time care depends on availability, and families may be asked to switch to full-time or withdraw if a full-time spot is needed.
- b. Drop-in care: Offered as space allows, with arrangements needing to be made in advance. If you need to cancel a booked drop-in space, please provide 48 hours notice. Parent/guardians will be responsible for payment if they do not cancel within this timeframe.

3. Checking your Child's Position on the Waiting List:

- The Childcare Atelier Supervisor will respond to parent/guardian's inquiries about their child's current position on the waiting list.
- Information about other children or families on the waiting list will not be disclosed.

4. Offering a Space:

- a) Parent/guardians will be contacted by the Childcare Atelier Supervisor by phone (or email/text if phone is unavailable) when a space opens.

- b) Parent/guardians must respond within 2 business days, or the space will be offered to the next child on the list.
- c) If a parent/guardian declines or does not respond, their application moves to the bottom of the waiting list.
- d) Once a space is accepted, parent/guardians have 3 business day to complete the registration process.

5. Registration Process:

Once offered a spot from the waiting list, parent/guardians must:

- a. Complete all registration forms
- b. Submit child's immunization record
- c. Visit the Atelier with their child to meet staff and tour the facility. When visiting the Atelier, bring items such as:
 - A change of clothing and non-slip indoor shoes
 - Weather appropriate outdoor clothing
 - A small blanket for nap time
 - Diapers and baby wipes (if needed)

Please dress your child in comfortable clothing suitable for active and sometimes messy play. Label all their clothing to help prevent mix-ups. Note that Ateliers are not responsible for lost or damaged items.