

Friends Day Care

Waiting List Policy

Making an Application

Parents are considered to have joined the waiting list when they have submitted an APPLICATION FOR ENROLLMENT FORM and it has been received by the Supervisors at the centre. The following information is required:

- Basic contact information: first and last names of parent(s) a mailing address or email address, home or mobile phone numbers
- Child's date of birth or due date
- Preferred month of start
- One parental signature & date signed

The form may be submitted in person, by mail or electronically. The date that the form is received by either method is considered to be the date of application.

Parents are responsible for updating contact information as needed.

No fees are required to register or remain on the waiting list.

When a space becomes available

Spaces become available as a child leaves or graduates the centre. Parents are contacted in the order that they joined the waiting list; provided their child is eligible to join the program (i.e. has reached two years of age).

The contact information on file is used to contact the parent(s). If the parent(s) are unreachable by the contact information on file, the Supervisor will go on to contact the next family on the list.

Parent(s) are given a timeframe to accept or decline the space offered.

Parents who choose to decline a space offered will remain on the waiting list in their original position.

Exceptions

Priority is given to an eligible sibling of a child already in the program.

When a space is accepted

To accept a space, full-fee parent(s) are required to provide a cheque for one-month's fee as a deposit. This amount is applied towards the last month's fee, when the required one-month notice is given in writing.

Remaining on the Waiting List

Parents are considered to be actively on the waiting list until:

- their child is too old for the program
- parents request to be removed from the list

Parents are encouraged to keep in touch throughout the year and are welcome to call or email to find out about the likelihood of a space becoming available for the month they are looking for.