



WAITING LIST REQUEST FORM						
*Please Note: Being placed on the waiting list does NOT guarantee a space.						
Child Information		Date of Birth			Child's School (if applicable)	Child's Grade (if applicable)
Last Name only if unborn		or Due Date				
Last Name	First Name	D	M	Y		
Schedule Requested: Approximate Hours of Care Required						
Monday	Tuesday	Wednesday	Thursday	Friday		
___ am/pm to ___ am/pm	___ am/pm to ___ am/pm	___ am/pm to ___ am/pm	___ am/pm to ___ am/pm	___ am/pm to ___ am/pm		
<input type="checkbox"/> Full-time Care <input type="checkbox"/> Part-time Care <input type="checkbox"/> Irregular Schedule of Care Required						
Start Date Requested: D: _____ M: _____ Y: _____						
Parent/Guardian Name(s)		Phone #	Email Address			
Last Name	First Name					
Return this request form to: <u>Rideau Lakes Early Learning Centre</u> 29 Main Street PO Box 154 Elgin ON K0G 1E0 RLELC@hotmail.com		Date Request Rec'd: D: _____ M: _____ Y: _____ (Office Use Only)				
		Don't be disappointed! To be placed on the Rideau Lakes Early Learning Centre waiting list, please complete this information and return it via email or mail.				



RIDEAU LAKES EARLY LEARNING CENTRE

29 Main Street | P.O. Box 154 | Elgin, ON K0G 1E0

rlelc@hotmail.com | 613-359-0002

WAIT LIST POLICY

When programs are at capacity, families requiring care will be based on a centralised waiting list. RLELC & ENS will offer spaces to families on the waiting list based on the registration date.

The Rideau Lakes Early Learning Centre will strive to accommodate all requests for the registration of a child into our program.

Where the maximum capacity of a program has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed.

PROCEDURE

Receiving a Request to Place a Child on the Waiting List

1. The licensee or designate will receive parental requests to place child(ren) on a waiting list via telephone, email or in-person.
2. No fee will be charged to families for placing a child on the waiting list.

Placing a Child on the Waiting List

1. The licensee or designate will place a child on the waiting list in chronological order, based on the date and time the request was received.
2. Once a child has been placed on the waiting list, the licensee or designate will inform the parents of their child's position on the list.

Determining Placement Priority when a Space Becomes Available

1. Children of current RLELC & ENS employees. To be included on the waitlist, the employee must provide the administration with a **Waiting List Request Form**
2. Siblings of children currently enrolled. To be included on the waitlist the family must provide the administration with a **Waiting List Request Form**
3. Families waiting for a transfer to another RLELC program.

Offering an Available Space

1. Parents of children on the waiting list will be notified via telephone call that a space has become available.
2. Parents will be provided a timeframe of two (2) business days in which a response is required before the next child on the waiting list will be offered the space.
3. Where a parent has not responded with the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.
4. If a parent responds after the given timeframe and the space has already been offered to the next child on the list, the first child will be placed at the top of the waiting list.
5. A child may be removed from the waiting list due to an inability to contact parents after multiple attempts.

Responding to Parents who inquire about their Child's Placement on the Waiting List

1. The Executive Director will be the contact person for parents who wish to inquire about the status of their child's place on the waiting list.



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2. The Executive Director will respond to parent inquiries and provide the child's current position on the list and an estimated likelihood of the child being offered a space in the program.

Maintaining Privacy and Confidentiality

1. The waiting list will be maintained in a manner that protects the privacy and confidentiality of the children and families on the list and therefore only the child's position on the waiting list will be provided to parents.
2. Names of other children or families and/or their placement on the waiting list will not be shared with other individuals.