

Waitlist Policy

Approved by FCCS Board of Directors on March 15, 2014

We welcome new applicants to Fernie Child Care Society. When a full-time or part-time application is received it is placed onto our waitlist. When a spot becomes available it is offered to those on our waitlist based on the following priorities, in order as per below:

1. Children already enrolled with FCCS in the I/T program who are ready to move to the 3-5 program;
2. Children who are already enrolled with FCCS, who are waitlisted to increase their time on a permanent basis;
3. Siblings of children currently enrolled in a program with FCCS;
4. Returning parents (see section below): A child returning after an absence of no more than 12 months due to a parent's maternity/parental leave or serious family illness;
5. Children of Staff at FCCS;
6. Children from the community and area to which the above groups do not apply.

Within these priority groups applications are managed by the date the waitlist application and fee was received, or by date of enrollment for children already attending FCCS, depending on the circumstance. Management and the Board of Directors reserve the right to manage the waitlist in the best interest of Fernie Child Care Society.

To help us keep the waitlist up to date we require a \$25.00 non-refundable application fee at the time of submitting the waitlist application.

Wait Times

It is impossible for us to predict exactly when a space may become available for you. Therefore we are unable to give you an approximate entry date. Typical wait times vary from a few months to one to two years. You are welcome to contact the centre at ferniecec@telus.net at any time for an approximation on where your application is on the list, but, please remember, this position may fluctuate based on the priority factors listed above. It is the responsibility of the parent to update FCCS if your requested date for childcare or the amount of childcare needed (full-time vs part-time, or part-time schedule adjustments) changes from what was indicated on the original application form.

As FCCS foresees availability opening up those at the top of the waitlist (top 2 on list) will be contacted to be updated ahead of time (at least one month in advance of when spot is expected to be available).

When a space becomes available for you

It is the parent's responsibility to maintain current contact information with FCCS. When a space is available every effort will be made to contact you via telephone and e-mail as provided. If parents are away on holidays or another reason, it is the responsibility of the parents to let FCCS know prior to leaving town, in case they are called during that time. Parents who do not return notification within 3 business days will forfeit that available spot to the next person on

the waitlist. You will not need to reapply to the waitlist or pay the waitlist fee again but will be subject to waitlist priority assignment. If you choose to decline the offered space, but would like to remain on the waitlist, you will remain in your place for the next available spot.

A spot that becomes available will be offered no earlier than two months in advance of the parent's requested start date. Parents who accept an available space offered to them in advance of their indicated start date but whose child is not ready to attend at the date it is available will be required to (in order to hold the spot for them until the child is ready, max. two months.):

1. Immediately re-confirm a start date and schedule
2. Pay a holding fee to cover administration costs at a cost of \$50 per week up to a maximum of two months.
3. Accept that FCCS will still be offering that spot to other parents during the time it is unused until the child is ready to attend.

Returning Parents

Parents who withdraw their children, for a period of no more than 12 months for the purpose of maternity/parental leave or serious immediate family illness or medical issues, and inform FCCS of their intent to return at the time they leave, will be given waitlist priority based above order upon return. Same cancellation policies apply as per the Parent-FCCS Agreement. Parents who withdraw their children for other reasons will be required to reapply to the waitlist and will be subject to waitlist priority assignment and payment of the application fee.

Parent/Guardian # 1 PRINT

SIGN

Parent/Guardian #2 PRINT

SIGN

Date

Manager, FCCS PRINT

SIGN

Date