

## **Extended Day Program Wait List Policy and Procedures**

Name of Child Care Centre: WRDSB Extended Day Program

Date Policy and Procedures Established: November 21 2023

Date Policy and Procedures Updated: September 1, 2026

### **Purpose**

This policy and the procedures within provide for waiting lists to be administered in a transparent manner. It supports the availability of information about the waiting list for prospective parents in a way that maintains the privacy and confidentiality of children.

The procedures provide steps that will be followed to place children on the waiting list, offer admission, and provide parents with information about their child's position on the waiting list.

This policy is intended to fulfill the obligations set out under Ontario Regulation 137/15 for a child care centre that maintains a waiting list to have related policies and procedures.

Note: definitions for terms used throughout this plan are provided in a Glossary at the end of the document.

### **Policy**

#### **General**

- The Waterloo Region District School Board will strive to accommodate all requests for the registration of a child in the Extended Day 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.
- No fee will be charged to parents for placing a child on the waiting list.

### **Procedures**

#### **Receiving a Request to Place a Child on the Waiting List**

1. Parents will be notified when completing an online registration that the program is at maximum capacity and they will be placed on a waiting list.

#### **Placing a child on the Waiting List**

Effective for the 2026 - 2027 school year, and to align with before and after school registration practices across district school boards, the online registration system will place a child on the waiting list in chronological order based on the following criteria;

1st priority = existing students (who are registered within a pre-determined window) in Junior Kindergarten to Grade 2 (including siblings) who are enrolled and attending.

2nd priority = existing students (who are registered within a pre-determined window) in Grade 3 to 6 (including siblings) who are enrolled and attending.

3rd priority = Junior Kindergarten to Grade 2 (including siblings) students who are either new to the program or currently on the waitlist.

4th priority = Grade 3 to 6 (including siblings) students who are either new to the program or currently on the waitlist.

Parents will receive a confirmation email advising them of this.

### **Determining Placement Priority when a Space Becomes Available**

1. When space becomes available in the program, the online registration system will first offer the space in priority order based on the above criteria. An email will be generated to the parent requesting that they confirm care is still required within 72 hours.
2. Once these children have been placed, other children on the waiting list will be prioritized based on program availability.

### **Offering an Available Space**

1. Parents of children on the waiting list will be notified via an email from OneList confirming that a space has become available in their requested program.
2. Parents will be provided a timeframe of 72 hours 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 within the given timeframe, the licensee or designate will contact the parent of the next child on the waiting list to offer them the space.

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

1. Care@wrdsb.ca will be the contact for parents who wish to inquire about the status of their child's place on the waiting list. The Extended Day secretary monitors the care inbox and responds to parent inquiries including providing 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.

## **Glossary**

*Licensee:* The individual or corporation named on the licence issued by the Ministry of Education responsible for the operation and management of the child care centre.

*Parent:* A person having lawful custody of a child or a person who has demonstrated a settled intention to treat a child as a child of his or her family (all references to parent include legal guardians, but will be referred to as “parent” in the policy).

## **Regulatory Requirements: Ontario Regulation 137/15**

### **Waiting Lists**

75.1 (2) Every licensee that establishes or maintains a waiting list described in subsection (1) shall develop written policies and procedures that,

(a) explain how the licensee determines the order in which children on the waiting list are offered admission; and

(b) provide that the waiting list will be made available in a manner that maintains the privacy and confidentiality of the children listed on it, but that allows the position of a child on the list to be ascertained by the affected persons or families.