



## Day Care Centre

### Waitlist Policy:

At Little Town Daycare, there is the waitlist does not secure a spot. The waitlist is only referred to when the priority families (i.e. siblings, currently enrolled children) have been contacted and accommodated.

Those on the waitlist will be contacted in the event of availability and will have an opportunity to register.

When enrolment becomes available Little Town will use email and phone as means of communication to inform parents, based on order of placement on the waitlist, of the availability. Families will have 24 hours to accept, decline or ask to extend their position on the waitlist. If a family would like to change/ extend their requested start date, they are able to do so, while maintaining their position and sequence on the list. In the case Little Town Daycare will offer the spot to the next family on the waitlist. that families do not respond to the offer of availability, within the 24 hours, Little Town will offer the spot to the next family on the waitlist.

It is Little Town Daycare's responsibility to clearly communicate to families their child's status on the waitlist, upon their request. This information will be held under the confidentiality policy, of Little Town Daycare in a manner that protects personal information.