



ALEXANDRA CHILDCARE CENTRE (1995) INC.

WAITLIST POLICY

RATIONALE: to give clear guidelines as to how our Centre will enroll children.

OBJECTIVE: to maintain sustainability without compromising the Centre's wellbeing.

In order of priority the following will apply:

1. Extending or altering the hours and days of current children attending the Centre.
2. Siblings of children attending the Centre
3. A child who has the "best fit" of available hours
4. New enrolments of children under two when spaces are available.
5. New children over the age of two if spaces are available.

This is case by case at the discretion of management.

"Best Fit" Example:

Wait list child (#1) Monday, Tuesday afternoons

Wait list child (#2) Thursday, Friday all day

Wait list child (#3) Monday, Tuesday, Wednesday, Thursday all day

If space available is MTWTF all day, then #3 gets it.

This policy will be carried out in conjunction with our Attendance and Related Charges Policy.

DATE REVIEWED	DATE NEXT REVIEWED
March 2020	2023
July 2023	2026