

Ola Day Care Waitlist Policy

The selection of children for admission to Ola Day Care is administered in accordance with Ola's Wait List Policy.

The purpose of the Wait List Policy is to ensure a fair process is followed and communicated to all involved. Ola's Directors reserve the right to manage the wait list in the best interest of Ola Day Care Inc.

Wait List Administration and Priority

When Ola receives an application for admission, Ola Management files the application into our Data Base.

The wait list is organized using the following information:

A. Registration date

B. Space Required date

C. Age group

1) Toddler: between 18 months and 2½ years 2) Pre-Schooler: from 2 ½ years until they go to school

D. Priority group

1) Internal – families that already belong to Ola community

a) Children already enrolled (e.g. part-time waiting for full-time)

b) Children of staff working at Ola

c) Siblings of children already enrolled

2) External – new families that want to join Ola

Here is how the waiting list works:

1. Call or e-mail centre to add your name to the waiting list.
2. Each age group has its own individual waiting list.
3. Each individual will be given a number on the list if you wish to know what number you are please contact the office.
4. The day that you call, leave a message or send your email will be your seniority date on the waiting list.
5. Provide the required information for your file on the waiting list: Be mindful and strategic of your expected start month, you may also put the earliest start month you will consider for ei: You are willing to start in March but you really need a space for May.
6. If there are any changes to your contact information please contact the centre to update your file.
7. There is no specified length of time that you need to be on the list to be offered a space.

8. Spaces are created when a family or child leaves the centre. There is no specific time however the months of July, August and September have the most movement, Spaces can be available at any time of the year and at any point in the month.
9. We are usually able to contact families 6-8 weeks before any given space, as parents are only required to give us 2 months notice of their withdrawal.
10. Only once the withdrawal is confirmed in writing can we begin to find a family for the space.
11. With all spaces available the centre, Supervisor will call all families that are eligible to start in the age group. All parents who are waiting for a particular month are contacted when spaces are available. Even if the month you specified has already passed if your child is still within the age group of the room they will be offered a space.
12. Once a family is called from the waiting list they are given a specified time frame to return the call and express continued interest in the space available.
13. From the families that return our call within the specified time, the family with the highest seniority date will have first official refusal of the available space.
14. If a child is offered a space for an age group we will let you know the likelihood of them moving over to the next age grouping, for example: if your child enters the Toddler room at 24 months there may or may not be a space for them in the Preschool room right at 30 months however we will be able to give you a sense of when they will be able to move and the possibility.
15. Once your child is officially offered a space, if you would like to accept it, you will be required to provide a \$500 deposit. This deposit will be applied to your child's first month of care.
16. For all Children that are accepted into Ola are required to pay a \$50 registration fee.
17. For all families that express continued interest in a space and are not successful will be contacted to let them know that another family has filled the space.
18. If you are called for a space and do not wish to take it at the time, your place/seniority on the waiting list remains the same.
 - a) If you are offered a space with Ola and refuse the space 3 times you will be removed from the wait list.
19. You may call at any time to change the information on your file with no consequence for example: Moving from the Toddler list to the Preschool list.
20. You will remain on the centers list until you have asked us to take you off.

Our centre has a zero tolerance policy for aggressive behaviour such as bullying, intimidation and verbal abuse. Families who demonstrate these behaviours will be removed from Ola's wait list at the discretion of the Director.

Please review the FAQ to understand what to expect when you join Ola's wait list for child care and for further details on Ola's wait list policy.

If you have further questions regarding the wait list policy please contact Ola's Director by email.

Management reserves the right to manage and make changes, without notice, to the wait list policy in the best interests of Ola Day Care Inc.