

WAITLIST POLICY (please refer to the Family Handbook)

Each centre maintains a waitlist for each of the age groups they serve. It is however suggested that families place their names on more than 1 centre's waitlist.

Families who need help with the cost of childcare, can apply for a child care fee subsidy through the Toronto Children's Services website at <https://www.toronto.ca/community-people/employment-social-support/child-family-support/child-care-support/paying-your-fees-to-the-child-care-program/>

Families requiring a fee subsidy must be approved for placement by Toronto Children's Services before being placed. Once placed on the subsidy waitlist, families will need to fill out CDI's online waitlist.

There is no fee to place your child on our waitlist. As space becomes available, they are offered to families in the following order:

1. Children currently enrolled and moving to another age group
2. Siblings of currently enrolled children
3. Previous families who left due to maternity leave, space accommodation or who went on the wait list prior to leaving centre
4. Community waitlist
5. **Windermere ELC** – enrollment primarily, but not exclusively, for children of Condominium residents and staff

The privacy and confidentiality of the children listed on the waitlist is protected under CDI's privacy policy.

Admission into the centre from the waitlist is based on first come, first served and the age group at the time of admission.

It is the responsibility of the parent/guardian(s) to email the ELC with any changes to their waitlist information (especially phone numbers), to ensure offers of spaces are received

When a child is offered a space at the Early Learning Centre, the Director by email will notify the parent/guardian(s). Email offers are open for 24 hours, after which the space will be offered to the next family on the waitlist.

If a start date is offered, but the family does not wish to take it at that time, to secure the space the family will be required to pay the non-refundable full fee rate until the child is in attendance.