

ALEXANDRA CHILDCARE CENTRE (1995) INC.

WAITLIST POLICY

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

Objective: to maintain full rolls for financial sustainability.

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.

Discretion is case by case with the Office Manager and Senior Teacher

"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 Policy.

Date Reviewed	Next Review Date
May 2008	2011
Oct. 2011	2012
Oct. 2013	2016
Sep. 2015	2017
Jul 2018	Jul 2019