



Churchbridge Daycare Co-operative Policy Manual

Policy Number: 300.21
Policy Name: Wait list Procedure
Date Revised: January 22, 2025

Waitlist Application:

1. Each room has its own waitlist.
2. To be placed on a waitlist for your child you must call 306-896-2425 or email churchbridgedaycarecoop@sasktel.net at the daycare and request a Waitlist Request Form. If you have more than one child you wish to place on the waitlist a form must be completed for each child.
3. The Waitlist Request Form must be completed accurately and in its entirety. Any incomplete submissions will not be accepted.
4. Once your request form has been received, management will review your application. If your application is accepted, you will be contacted and required to send a \$250 waitlist deposit fee to hold your place on the waitlist. *This does NOT guarantee you a spot for your desired start date. This only holds your place on the waitlist.
5. Once your deposit has been received you will be placed on the waitlist in the order your deposit was received.

Waitlist Administration and Priority:

1. Once your deposit has been received, your child will be placed on the waitlist in the order the deposit was received.
2. Management will keep an updated log of projected enrollment. This log will be used to confirm a new enrollee's enrollment date. The enrollment log will be updated in a 12 consecutive month frame.
3. Priority will be given to:
 - a. Internal – families who are already enrolled in Churchbridge Daycare Cooperative
 - i. Children of currently employed staff members
 - ii. Siblings of children already enrolled
 - iii. Families returning from maternity or paternity leave
 - b. External – new families that wish to enrol in Churchbridge Daycare Cooperative
4. When a space becomes available, you will be contacted by management with confirmation of your enrolment in our center. You will have 72 hours to confirm your intent of enrolment. If 72 hours pass and we have not had confirmation from you with your intent, you will be moved to the bottom of the waitlist and the next qualified family will be contacted.

Additional Information:

1. The Management and Board of Directors reserves the right to grant waitlist exceptions in extenuating and/or special circumstances. These may include but are not limited to:
 - a. The operations of Churchbridge Daycare are jeopardized due to lack of staffing. All efforts will be made to recruit appropriate staff, but we cannot guarantee to hiring of staff to support the demands of our waitlist.
 - b. In the event of a National and/or Provincial crisis, children of essential personnel will be given priority
 - c. In the event Churchbridge Daycare is approached by an outside agency (ie: PECIP, Social Services, GSSD) requesting support for a child/family.
2. The confidentiality of the waitlist will be maintained at all times. A family may request to know where they sit on the waitlist, but no additional information (ie: who is ahead of them, etc.) will be provided or shared.
3. Once enrolled, the waitlist deposit of \$250.00 will be applied to your first month's invoice.
4. You will remain on the waitlist until you have provided written notice of your desire to be removed. In this case, the \$250 waitlist deposit will be held and not returned.
5. We cannot provide a timeframe for enrolment. You will be contacted as soon a space becomes available for the age group in which you require enrolment for.
6. It is the responsibility of the family to ensure their contact information is current and up to date. We will not be responsible for missed enrolments to lack of current and proper contact information.