

## **PCH Wait List Policy**

It is often the case that the demand for spaces at PCH is greater than the number of spaces available. Accordingly, PCH has established a Wait List for children desiring to attend PCH. This Wait List is intended to fairly allocate the resources at PCH in accordance with the needs of children and the policies and concerns of PCH. PCH strongly encourages families who think that their child may, in the future, need a space at PCH to fill out an application and put their child's name on the wait list as soon as possible.

### **Placement**

- If the waitlist is open, families may place their child on the waitlist by visiting the website: [www.papechildrenshouse.com](http://www.papechildrenshouse.com) and making an application to place your name on our waitlist.

You may also drop off a written request directly at Pape Children's House. Please include the following information:

- Your name, address and contact phone numbers.
- Your child's name and date of birth.
- Preferred start date
- \$20.00 payment to Pape Children's House for Administrative Wait List Application Fee.

If you are contacted regarding a space you will be invited to visit the centre and meet with the Director. After your visit, you will have 2 days to accept or decline the spot.

If you decide to accept the spot, you are required to give a \$200.00 non-refundable deposit to secure your spot, to be applied towards the first month of enrolment. If you decide to decline the spot but wish to remain on the list your name will be placed back on using your original application date.

### **Priority**

Subject to Suitability+, if and when a childcare space becomes available for a particular age category, applicants will be selected based on the date they were placed on the wait list within each of the following groups, starting with Group 1 and continuing through the subsequent Groups, if necessary. If there is more than one child with equal priority with the relevant Group, a lottery will be held to determine who will receive that spot.

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| Group 1 | Children who were previously registered at PCH but were withdrawn because of space availability. In this regard, the child's original start date at PCH will be deemed to be the relevant date for this purpose. |
| Group 2 | Siblings of children presently in the centre* and Children of current PCH staff**  |
| Group 3 | Children in the Pape Public School catchment area  |
| Group 4 | Children on the Out of District wait list  |
| Group 5 | Others   |

+ Notwithstanding anything to the contrary, PCH may determine entitlement and priority for placement in any open childcare space at PCH, at its sole discretion, based on Suitability.

### **+Suitability**

A balanced program is important to PCH and its children. On occasion, selection for PCH programs may be made out of sequence based on the factors of gender and/or age in determining entitlement and priority for placement in any open childcare space at PCH. This Suitability factor is at the sole discretion of PCH.

### **\* Siblings**

Siblings placed on the wait list will be assigned an effective date corresponding to the date when:

- a) their name is added to the wait list; or
- b) the date their sibling commenced enrollment at PCH,

whichever is earlier.

### **\*\*Staff Children**

To promote the retention of PCH staff and reduce attrition, PCH staff who would like to enroll their children at PCH will be placed within the same Group on the waiting list as siblings of children already enrolled at PCH.

PCH staff will be required to pay full fees or apply for fee subsidies through the City of Toronto for a spot at PCH. Staff must adhere to all PCH Family Policies in regards to their own children.

To avoid any conflict of interest, employees will not be allowed to work in the same room as their child. As their children advances through the PCH system, employees will change rooms accordingly.

### **School Age Years**

PCH is currently the third party provider for children enrolled at Pape Avenue Public School in the JK/ SK program. This is subject to change. If service for JK/ SK children enrolled at PCH is interrupted due to changes in the TDSB policies these children will then be entered on the School Age waiting list. Priority will be given to children based on their original start date at PCH **and** indication at that time that they would like to be placed on the School Age Wait List. Please refer to our Space Availability Policy.

Families wishing to place their JK/SK or School Age children on the wait list at PCH must reside within the Pape Public School catchment area if their child has **not** previously had a space at PCH that was no longer offered due to changes in the TDSB policies for Extended Day Care.

### **Position on Wait List**

Due to suitability and priority of applicants on the wait list the Director and staff at PCH will not be able to advise families of their position on the wait list.

If a family declines to accept a spot when offered, but wishes to keep their child's application on the waiting list, their application will remain at the top of the list. PCH cannot guarantee that the child will be suitable for the next spot available. **Please note: most new children to PCH will enter when they are 18-20 months old as we predict that will be were the availability typically is although wait lists are maintained for each of the programs.**

From time to time the Director may request the Board of Directors of PCH to approve an exception to the policy for programming needs or unforeseen circumstances.