

# Waitlist Policy

This policy outlines the waitlist process for families applying to the YMCA Child Care Centre’s in Regina & Moose Jaw.

Our Childcare Centre’s operate at 100% licensed space and staffing capacity in our centre’s. When the centre’s maximum capacity has been reached and spaces are unavailable for new children to be enrolled, the waiting list procedures set out below will be followed to place children on the waiting list and the admission process.

## Procedure to place children on the waiting list:

1. The YMCA of Regina sites shares one waitlist and the Moose Jaw sites share one waitlist, with options on locations that best fit your childcare needs. To be on the waitlist, the parent/caregiver must complete the online waitlist form at [regina.ymca.ca](http://regina.ymca.ca). These tabs are located on our main page. Please ensure either Moose Jaw or Regina is chosen based on your city preference.
  - If you have more than one child you would like to put in the waitlist, we require separate waitlist forms for each child.
  - No fee will be charged to parents for placing a child on the waiting list.

The following are the YMCA locations in Regina & Moose Jaw and their licensed age group for admission.

### Regina Childcare

<b>YMCA Northwest Childcare Centre</b> Children at 6 weeks to 6 years old	<b>306-757-9622 Ext. 323</b>
<b>YMCA Rochdale Childcare Centre</b> Children at 18 month to 6 years old	<b>306-757-9622 Ext. 379</b>
<b>YMCA Albert Street West Childcare Centre</b> Children at 6 weeks to 6 years old	<b>306-757-9622 Ext. 249</b>
<b>YMCA Albert Street South Childcare Centre</b> Children of 18 months to 6 years old	<b>306-757-9622 Ext. 781</b>
<b>YMCA Harbour Landing Childcare Centre</b> Children at 6 weeks to 6 years old	<b>306-585-3160</b>

**YMCA South Childcare (Massey Location)** **306-584-8820**  
Children at 2.5 years to 6 years old

**YMCA South Childcare Centre (McVeety Location)** **306-584-8123**  
Children of 18 months to 6 years old

### **Moose Jaw Childcare**

**YMCA Play N Learn Childcare Centre** **306-693-0511**  
Children of 18 months to 12 years old

**YMCA Create N Learn Childcare Centre** **306-691-0535**  
Children of 18 months to 12 years old

**YMCA Discover N Learn Childcare Centre** **306-693-0567**  
Children of 2.5 years to 12 years old

**YMCA Explore N Learn Childcare Centre** **306-693-0456**  
Children of 18 months to 12 years old

**YMCA Grow N Learn Childcare Centre** **306-630-6242**  
Children of 6 weeks to 30 months old

2. Submit the waitlist form to the specific city you chose to be waitlisted on. The date on the form when completed and submitted will be your placement date on the waitlist in your chosen centre.

~ Please note that the child's birthday is essential information in the waitlist; we would appreciate it if the child is already born to be assigned to an age group on the waitlist. If the child is not yet born please add due date if known.

~ When the waitlist form has been submitted, our business administrator will have your form reviewed, filed, and added to the waitlist.

~ Families need to **check in every 6 months** following submission to ensure your child remains on the waitlist.

Regina families can email [reg-reginawaitlist@regina.ymca.ca](mailto:reg-reginawaitlist@regina.ymca.ca). Moose Jaw families can email [reg-mjwaitlist@mjymca.ca](mailto:reg-mjwaitlist@mjymca.ca).

If families do not check in every 6 months, you will be removed from the waitlist and lose your placement.

3. When a space becomes available at the centre you have applied for, priority will be given to the currently enrolled siblings of children, and children of staff.

Once these children have been placed, other children on the waiting list will be prioritized based on **program room availability** and the **chronology in which the child was placed on the waiting list**.

4. The family at the top of the waitlist, with a child of the required age, will be contacted for a meeting and a tour of the centre. Families contacted will be given **48 hours to respond** and **set up a time for the tour**. If the family on top of the list does not respond, we will move forward to the next family on top of the list. You will remain in your priority order and will be contacted for next available space.
5. If the family accepts the offer, we move to the next step of admission.
  - If the family, for any reason, declines to take the spot being offered, their waitlist form will be moved to the bottom of the waitlist.

### **Responding to Parents who inquire about their Child's Placement on the Waiting List:**

1. Our business administrator will be the contact person for parents who wish to inquire about the waitlist. As our waitlist consistently varies, **we cannot provide any status or a time frame for when you will receive care**. Please wait for the centre Directors to contact you and invite you for the meeting and the tour once spots become available. **Families are primarily contacted through phone and email**, so regularly checking your email and junk mail is essential.
2. The waiting list will be maintained to protect the privacy and confidentiality of the children and families on the list.

## Admission Process

1. Parents are requested to arrange an appointment for an initial visit at the Centre once a spot is offered. During this visit, parents would be provided with a registration package and payment options. The Director will explain the forms required to be signed.
  - **All information must be completed** – including Health Care Number, emergency contact persons to ensure the safety and security of your child and banking information.
  - All forms in the admission package must be returned before your child's first day of attendance.
2. We require a **\$125 deposit fee upon admission**, which is non-refundable. This will be withdrawn within 72 hours of signing your registration with the Director through pre authorized debit or credit.
  - The first month's fees will be withdrawn on the 1<sup>st</sup> of the month that your child starts and then each month on the first after that.

**This waitlist policy may change at any time as the needs of each Centre changes.**