



## Good Beginnings Day Nursery Wait List Policy

Good Beginnings strives to meet the individual child care needs for families within Oxford County. Children registered for full time care attend 5 days a week. Part time care is anything less than 5 days a week. As a result of limited infant spaces, we accept infants on a full time basis only.

Although we would like to accommodate all families who require child care, due to limited space, a wait list has been implemented to ensure that we are taking all measures to serve as many families as possible. If a particular centre/program is full, or if a family is planning or requiring care in the near future families will be directed to register an account online through the One list, an online database where parents may place their name on any Child Care Organization's Wait List in one convenient place. To complete an application and register an account with One list please visit: <https://onehsn.com/oxford>.

When a child care space becomes available within a specific age grouping, Supervisors will refer to the One list and contact families, inquiring if they still are needing care. Supervisors will provide a specified time for families to respond and express interest in an available space. If a response is not received within the specified time your name will be removed from the wait list. Children of Good Beginnings' staff will take priority over the current wait list. Additionally siblings are also a priority to help ensure that they can be cared for in one location and to better support our families. Any current Good Beginnings' families who require a transfer to another centre or program take priority over the present wait list.

Families attending Before and After School Programs will receive a re-registration package for the new school year. Families currently enrolled in the program and any siblings that would be starting have priority, as well as families transferring to a different location, then new families registered on the One list will be contacted as spaces are available. Our School Age Professional Activity Days, Winter Camp, March Break Camp and Summer Camp enrollment is available for families currently enrolled in a Good Beginnings' School Age program. After the initial registration process, the programs will be open to families who have registered on the One list.

Supervisors responding to any wait list status inquiries will only be able to provide an approximate timeline. Families may inquire about their position on the waitlist at any time. All information on the wait list are confidential, therefore no other families' names, position or personal information will be shared with anyone else to ensure their privacy. There are no guarantees that a space may be available at the exact time a family requires care. Families will be contacted when a space becomes available. Your name will remain on the wait list as long as the following criteria are met; your child is of age for the program or we have not received a request from you to remove your name from the wait list. Once a space is available for a family, the Supervisor will arrange a registration/orientation appointment to tour the centre/program and receive/complete the required documentation and review the parent/guardian handbook.

Exceptions may apply to this policy on a case by case situation at the discretion of the Executive Director and/or the Board of Directors.